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Space, Missile, Command and Control

FLIGHTLINE DRIVING

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This operating instruction prescribes responsibilities and procedures for operating vehicles on the Misawa Air Base flightline. Commanders, Safety, Security Forces, and Airfield Management will strictly enforce this instruction. The procedures contained in this instruction are designed to increase safety, security, accident prevention, and elimination of foreign object damage (FOD). This instruction applies to all military units and contractors assigned, or on temporary assignment, to Misawa AB. Refer to AFI 13-213, Chap 4, *Airfield Management*, and AFOSH Standard 91-100, Chap 6, *Flightline Vehicle Operations*.

SUMMARY OF REVISIONS

Revised flightline driving training procedures. This instruction was split from its parent 35 FWI 13-201 into its own instruction. This instruction covers updated flightline driving program and FOD prevention, procedures for conducting flightline driving training, and numerous editorial changes.

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1. General.

1.1. Applicability. All personnel operating a vehicle on the airfield at Misawa AB must be familiar with local flightline driving procedures as outlined in this chapter, have a valid AF Form 483, Certificate of Competency, endorsed for flightline driving, and comply with the requirements set forth in this instruction, AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*; AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*, Chapter 25; AFOSH Standard 91-100, *Aircraft Flight Line – Ground Operations and Activities*, Chapter 6; AFI 13-213, *Airfield Management*, Chapter 4; and AFI 31-101, *The Air Force Installation Security Program*.

1.2. Environment. The flightline is a controlled area. If entry is gained through an unmanned flightline controlled area gate, it is the user's responsibility to ensure the gate is secured. Vehicles are required on the airfield to support operations and maintenance. Although GOVs provide the bulk of required vehicle support, some situations require augmentation by POVs. Vehicle traffic greatly increases the potential for collision, injury, Foreign Object Damage (FOD) to aircraft, and security incidents. Positive control of vehicles and operators is imperative and must be kept to a minimum.

2. Terms Explained.

2.1. Flightline. All areas depicted on the airfield diagram to include the runway, all taxiways, ramps and aprons, hot cargo pad, and arm/dearm areas (see [Figure 1.](#)). The term "airport operations area" and "airfield" are interchangeable with flightline.

2.2. Runway/Overruns/Helipad. Pavements used for aircraft takeoff and landing.

2.3. Taxiways. Pavements that connect the runway with the ramps/pads/aprons and other aircraft parking areas.

2.4. Radio Contact. Ability to monitor and communicate with control tower on authorized frequencies via radio.

2.5. Controlled Movement Area (CMA). All areas on the flightline where two-way radio contact with the control tower is required. Vehicles may operate on this portion ONLY after approval from the control tower (Misawa Ground) and must remain in direct communication at all times with the tower while in this area. The CMA includes the runway; taxiways A, A2, A3, A4, A5, B, B1, B2, B3, B4, B5; infield; overruns; and clear zones (see [Figure 1.](#)).

2.6. Runway Environment. The runway, overruns, any taxiway leading to the runway beyond the runway hold line, or within 100 feet of the runway, including grassy areas adjacent to the runway.

2.7. Intrusion. Entry by an individual/vehicle or aircraft into the CMA, as defined in subparagraph [2.5.](#), without specific approval from the control tower.

2.8. The clear zone (3000' x 3000') is the area extending outward from the runway ends crossing east and west Falcon Drive.

2.9. AF Form 483, Certificate of Competency, over-stamps:

2.9.1. "**MISAWA AB FLIGHTLINE AUTHORIZED—NO CMA**": Authorizes vehicle operator on all areas of the flightline and HAS area, except the CMA (which includes the runway).

2.9.2. "**MISAWA AB FLIGHTLINE AUTHORIZED**": Authorizes vehicle operator on all areas of the flightline and the controlled movement area including the runway.

2.10. Deputy Chief, Airfield Management (DCAM). Develops and manages the base flightline driving program.

2.11. Vehicle Control Officer/Vehicle Control Noncommissioned Officer/Flightline Driving Program Manager (VCO/VCNCO/FDPM). The civilian or military individual selected by the squadron/unit commander to administer the organization's vehicle program, to include operation of vehicles on the flightline and associated training.

NOTE: The VCO/VCNCO is not necessarily the FDPM.

2.11.1. VCO/VCNCO must have a letter of appointment on file with 35th Logistics Readiness Squadron (35 LRS).

2.11.2. For non-Air Force units that do not have to provide a letter of appointment to the 35 LRS, the VCO/VCNCO/FDPM must submit a letter of appointment to Airfield Management signed by their unit commander.

2.12. Hardened Aircraft Shelter (HAS). The restricted area (see [Figure 4.](#)) consisting of Charlie West, Charlie 3, Delta East and West, Delta 1 through Delta 3, and the Hush House area.

2.13. Government Owned Vehicle (GOV). Any vehicle, including bicycles, wholly owned or leased by the U.S. Government. The terms "Air Force Motor Vehicle (AFMV)" and GOV are interchangeable.

2.14. Privately Owned Vehicle (POV). Any vehicle, including bicycles, not owned or leased by the U.S. Government. The terms "Privately Owned Conveyance (POC)" and "Private Motor Vehicle (PMV)" are interchangeable with POV.

2.15. Restricted Area. Any area containing protection level resources. Personnel requiring entry into a restricted area must have a restricted area badge issued by 35th Security Forces Squadron (35 SFS/SFA).

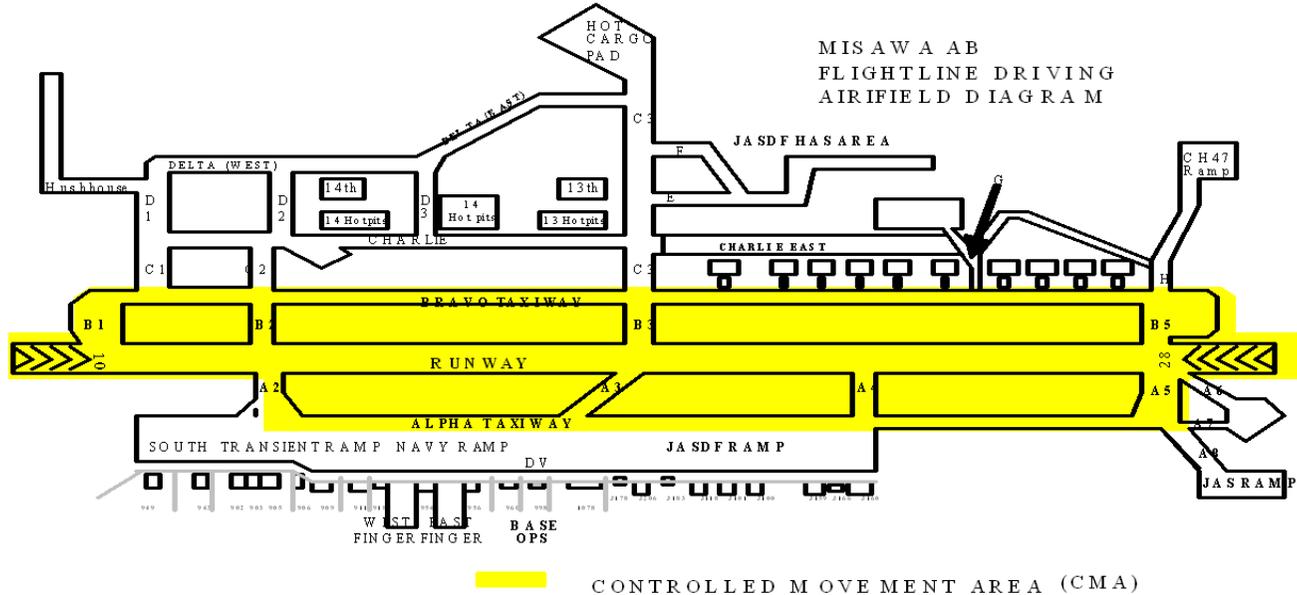
2.16. AF Form 483, Certificate of Competency. Issued by airfield management once all flightline training requirements are successfully completed. The form will be validated by the DCAM or Chief, Airfield Management (CAM). Personnel must keep this form in their possession (e.g., wallet, purse, uniform) while driving on the airfield.

2.17. Foreign Object Damage (FOD). Any debris on the airfield that can cause damage to aircraft. A few examples are tools, plastic packing materials, rocks, discarded parts from maintenance activities, etc. Any of these objects can shred internal parts if sucked into a jet engine and can become deadly projectiles. FOD can create an extremely hazardous and costly situation during taxiing, takeoff, and/or landing; therefore, it is imperative that everyone on the airfield be alert to FOD and remove it immediately.

2.18. Parking Ramp/Apron. Areas where aircraft are parked, loaded and unloaded, and serviced between flights. Vehicles and aircraft operate in close proximity in these areas, so it is vital to maintain a safe distance between your vehicle and aircraft. Always yield to aircraft and never drive under an aircraft or its wings. Slow speed and caution are required in these areas.

2.19. Runway Intrusion. Any unauthorized entry into the radio controlled movement area (CMA), that is the result of an unauthorized entry or erroneous occupation of a runway or other surface used for take off and landing of aircraft regardless of impact on aircraft safety.

Figure 1. Flightline



3. Authorized Flightline Vehicle Operators.

3.1. U.S. military personnel and civilian employees having all of the following:

- 3.1.1. AF Form 2293, US Air Force Motor Vehicle Operator Identification Card valid for Misawa.
- 3.1.2. United States Forces Japan (USFJ) 4EJ, Operator's Permit for Civilian Vehicle.
- 3.1.3. Stateside driver's license (or certification IAW AFI 24-301, 35 FW Sup 1).
- 3.1.4. AF Form 483, Certificate of Competency, for flightline driving on Misawa AB issued by Airfield Management.
- 3.1.5. Valid 35 FW Form 133EJ, Contractor/POV Flightline Authorization Pass (contractors).

3.2. Japan Air Self Defense Force (JASDF) personnel having a valid flightline operator's permit issued in accordance with Letter of Agreement between the DCAM and the JASDF Base Operations commander.

3.3. TDY personnel who have satisfied requirements stated in this flightline drivers program (see paragraph 12.).

3.4. POVs authorized entry into the HAS area must follow designated route into the HAS area as stated in this program. See paragraph 13. on operating procedures.

3.5. Personnel required to operate registered equipment (Jammers, Scooters, Mules, etc.) on the flightline must meet all requirements listed in 3.1.

4. Responsibilities. The following responsibilities will be assigned to ensure only trained personnel are authorized to drive on the flightline.

4.1. Host Wing Commander/35th Mission Support Group Commander (35 MSG/CC).

4.1.1. Designate personnel and agencies to support the flightline driving program.

4.1.2. Upon suspension/revocation of base driving privileges, the 35 MSG/CC can authorize reinstatement of flightline driving privileges to perform mission critical duties.

4.2. Unit Commanders.

4.2.1. Carefully screen and appoint a primary and alternate unit FDPM in writing to conduct training for all their personnel where duties require operating a vehicle on the flightline. Forward a copy of the appointment letter to 35 OSS/OSA.

NOTE: The FDPM does not have to be the unit VCO/VCNCO.

4.2.2. Certify personnel are qualified to drive on the flightline. Unit commanders are the signing authority for the Flightline Driver Training and Certification letter (see [Attachment 3](#)).

4.2.3. All base assigned personnel who operate a vehicle on the flightline must complete all training and testing requirements. Flightline experience (e.g., operating vehicles or aircraft) is not a substitute for completion of flightline driving training and testing requirements.

4.2.4. Limit personnel authorized to drive on the flightline to the absolute minimum to accomplish the mission. Focus should be on limiting entry onto/across the CMA.

4.2.5. Identify personnel authorized for CMA access.

4.2.6. Upon suspension/revocation of a unit member's civilian driver's license, suspend/revoke the member's flightline driving authorization and notify the unit VCO/VCNCO/FDPM and DCAM in writing (see paragraph [10](#)).

4.3. Deputy Chief, Airfield Management (DCAM).

4.3.1. Develop a local flightline driver's familiarization program and provide it to each unit flightline driving program manager.

4.3.2. Train unit flightline driving program managers on flightline driving requirements, and provide information and supplemental training material needed to train personnel operating vehicles on the flightline. The CAM and DCAM will seek inputs/support requests from units on the quality and issues associated with the flightline driving program.

4.3.3. Prepare local guidance or directives, as necessary, covering program quality control.

4.3.4. Provide the flightline driving program manager with the information and procedures to operate a vehicle on the flightline (see paragraph [13](#)).

NOTE: These are the minimum required training items/subjects.

4.3.5. Work with units to ensure FDPMS provide appropriate training to contractor/TDY personnel based on type and location of work. Impose restricted routes to and from contractor job location as necessary.

NOTE: Permanently assigned contractors (e.g., grass cutters, pavement repair teams) must meet the same certification requirements as assigned military/DOD personnel.

4.3.6. Proactively conduct and document spot checks of drivers on the airfield to ensure they have AF Form 483 endorsed for flightline driving at Misawa AB.

NOTE: All airfield management personnel have the authority to conduct random spot checks and ensure personnel driving on the airfield are in compliance with current directives.

4.3.7. Monitor unit flightline driver training programs and procedures for effectiveness.

4.3.7.1. Conduct inspections of all unit flightline driving programs at least once a year. Inspection results will be forwarded to the respective squadron commander and flightline driving program manager for info and/or action. Inspections will focus on program integrity, compliance, and support.

4.3.7.2. Develop procedures for training non-base assigned personnel requiring temporary flightline access.

4.3.8. Maintain a record of all runway intrusions, actions taken, and results for the current and previous calendar year. Units inspected, results, and runway intrusions will be briefed and documented quarterly at the Airfield Operations Board. Report and document runway intrusions and other flightline driving violation according to this program.

4.3.8.1. DCAM will use AF Form 457, USAF Hazard Report or AF Form 651, Hazardous Air Traffic Report for documentation of runway intrusions.

4.3.9. Provide flightline driving program managers with written tests to units with an active flightline driving program.

4.4. Flightline Driving Program Manager (FDPM).

4.4.1. Must be trained and certified (posses a valid AF Form 483) to drive on the Misawa AB flightline.

4.4.2. Administer the unit flightline driver's training programs according to this instruction. Provide training as outlined in [Attachment 8](#) of this instruction.

4.4.3. Ensure trainees have a valid state license, an AF Form 2293, US Air Force Motor Vehicle Operator Identification Card, and USFJ 4EJ, Operators Permit for civilian vehicles.

4.4.4. Ensure trainees are qualified to drive the appropriate type of vehicle.

NOTE: Operating a POV on the flightline is strictly prohibited unless approved by the Chief, Airfield Management.

4.4.5. Maintain all personnel lists, records, and associated forms to include the Flightline Driver Training and Certification letters. Review and update the listing of all unit personnel authorized to drive on the flightline at least quarterly, and forward a copy to 35 OSS/OSA. Personnel who are separating, going permanent change of station (PCS), retiring, etc., must turn in their AF Form 483 to the flightline driving program manager for disposition. The FDPM in turn will notify the DCAM or designated representative so he/she may remove the person from the flightline driver's database.

4.4.6. Maintain a binder with all materials required to administer the flightline driving program. Organize the binder as follows:

4.4.6.1. TAB A: Copy of FDPM appointment letter and certifiers letter.

- 4.4.6.2. TAB B: Copy of flightline driving program – 35 FWI 13-202.
- 4.4.6.3. TAB C: Current copy of completed flightline driving program self-inspection checklist.
- 4.4.6.4. TAB D: Copy of annual flightline driving program inspection checklist results.
- 4.4.6.5. TAB E: Copy of annual training letters for all flightline authorized personnel.
- 4.4.6.6. TAB F: Flightline Driver Training and Certification letters, to include a list of all qualified personnel.
- 4.4.6.7. TAB G: Local procedures identifying safety issues and outlining job specific areas on the airfield. (e.g., emergency response routes, aircraft tow routes, arm/de-arm areas, supply routes).

NOTE: If any of the above TAB information is maintained elsewhere, use DD Form 2861, Cross- Reference, to identify location.

4.4.6.8. TAB H: 35 OSS Flightline Driving Program CD-ROM and AFFSA Flightline Driving CBT CD-ROM.

4.4.7. Notify their Unit/CC and DCAM in writing within 5 duty days after revoking an individual's flightline driving privileges.

4.4.8. Schedule training for replacement FDPM with the DCAM at least 30 days prior to relinquishing unit duties.

4.4.9. Ensure required personnel receive color vision testing. See paragraph 7. on color vision requirements.

4.4.10. Ensure winter driving training is accomplished, documented, and maintained at unit/squadron for all assigned personnel.

4.4.11. Ensure all assigned flightline vehicles have current airfield diagram and Control Tower Light Signals (AFVA 13-221; available for download at <http://www.e-publishing.af.mil>).

4.4.12. Conduct and document annual refresher training for all flightline drivers.

4.4.13. Provide feedback/suggestions to airfield management on the quality of the flightline driving program.

NOTE 1: All required flightline training and issuance of AF Form 483 must be accomplished within a one-month time period. Airfield management will not issue AF Form 483 to personnel who have not met this time limit.

NOTE 2: Only use the format (**Attachment 3**) as shown in this publication. Obsolete, superseded, or locally developed forms will be returned.

4.5. Acquisition Management Division. The chief of acquisition management (contracting division) will:

4.5.1. Ensure contractors understand and comply with this instruction.

4.5.2. Inform security forces and airfield management of contractors who need to operate vehicles on the flightline or may impact airfield operations.

5. Training Criteria.

5.1. A flightline driving training plan (**Attachment 8**) signifies the MINIMUM required topics to be briefed to potential flightline drivers. Additional and unique unit requirements may also be added to this outline. This instruction will be used as a baseline to build the training program. Other sources of information are AFI 24-301, AFJMAN 24-306, AFI 31-204, 35 FW 13-201, and AFOSHSTD 91-100.

NOTE: The Federal Aviation Administration (FAA) has runway safety awareness material to download and/or order free. Flightline driving program managers are highly encouraged to use this supplemental material to enhance their unit programs. Visit <http://www.faa.gov/runwaysafety/> for further information and a list of available material.

5.2. Initial Training (CMA authorized).

5.2.1. Trainers must be certified to drive on the flightline and possess a valid AF Form 483, Certificate of Competency, for flightline driving on Misawa AB.

5.2.2. Document training using the Flightline Driver Training and Certification letter (**Attachment 3**).

5.2.2.1. Flightline Driver Training (classroom): Study of all flightline rules in this program and complete the Flightline Driving Computer Base Training (CBT) program.

5.2.2.2. Day and Nighttime Flightline Orientation/Training: Use the “Flightline Orientation/Training” checklist in **Attachment 4** to train all personnel. Trainees will receive a minimum of two day and two night flightline orientation rides. A qualified flightline driver will accompany all trainees on orientation rides.

5.2.2.3. Light gun signal recognition (classroom/flightline): Study for knowledge of light gun signals (see paragraph **13.6.**).

5.2.2.4. Proper Radio Discipline: Study of radio procedures for Controlled Movement Area (CMA) access (see paragraph **13.7.**).

5.2.2.5. Color vision must be accomplished IAW paragraph **7**.

5.3. Initial Training (CMA not authorized).

5.3.1. Trainers must be certified to drive on the flightline and possess a valid AF Form 483, Certificate of Competency, for flightline driving on Misawa AB.

NOTE: It is imperative that all drivers are familiar with proper airfield procedures, regardless of areas they will have routine access to.

5.3.2. Document training using the Flightline Driver Training and Certification letter (see **Attachment 3**).

5.3.2.1. Flightline Driver Training (classroom): Study of all flightline rules in this program and complete the Flightline Driving Computer Base Training (CBT) program.

5.3.2.2. Day and Nighttime Flightline Orientation/Training: Use the “Flightline Orientation/Training” checklist in **Attachment 4** to train all personnel. Trainees will receive a minimum of two day and two night flightline orientation rides. A qualified flightline driver will accompany trainees on orientation rides.

5.3.2.3. Light gun signal recognition (classroom/flightline): Study for knowledge of light gun

signals (see paragraph [13.6](#)).

5.4. Refresher Training.

5.4.1. The Flightline Driving Program Manager will conduct and document annual computer-based flightline driver refresher training using (i.e., AFFSA Flightline Driving CBT).

5.4.2. Training will, at a minimum, include the following subject areas: procedures for operating on the airfield, runway crossing procedures, radio procedures/requirements, flightline area identification/familiarization, speed limits, and FOD control and prevention.

5.4.3. FDPM will document annual training.

5.4.3.1. A letter will be accomplished in January indicating annual training has been accomplished IAW this program. Letters should include current date of the driver's training guide, total number of flightline drivers assigned, and total number of drivers trained. The letters will be maintained at unit/squadron level and made available to 35 OSS/OSA upon request.

6. Testing Requirements.

6.1. The FDPM or designated representative will administer both the flightline check ride and the flightline driver's written test issued by Airfield Management. Do not administer unit-made flightline driving tests.

6.2. Flightline Driver's check ride, one each day and night: Items are Pass/Fail and trainee must pass all items (see [Attachment 4](#)).

6.3. Airfield Management will randomly (either verbally or written) test personnel who drop off their request for flightline driving paperwork.

6.4. Flightline Driver's Written test: Minimum score is 80% corrected to 100%.

6.5. Flightline Driver's Diagram test: Minimum score is 90% corrected to 100%.

6.6. Flightline Driving Computer Base Training Program test: Minimum score is 80% corrected to 100%.

7. Color Vision Requirements.

7.1. This requirement is mandatory for all individuals.

7.2. 35th Medical Group Physical Exams Section will perform a color vision test or validate that a color vision test has been previously accomplished and passed. Physical Exams will certify appropriate block on the Flightline Training and Certification letter.

NOTE: Personnel who have a mandatory requirement for normal color vision (entry and retention) in their Air Force Specialty Code (AFSC) are exempt from the color vision testing portion of the flightline driving program provided previous test results indicate the member can distinguish red, green, white, yellow, and blue. Individuals must provide official documentation of test results from the base medical facility when submitting a request for a flightline driving permit.

7.3. If an individual fails the color vision test, the individual will not be authorized on the flightline or CMA. Each case will be reviewed by the DCAM.

8. Enforcement and Violation Consequences.

- 8.1. All personnel with flightline access and driving privileges will comply with the rules in this program.
- 8.2. Anyone with knowledge of any runway intrusions or flightline driving violations will report them to 35 OSS/OSA.
- 8.3. All airfield violations not involving aircraft will be brought to the attention of Airfield Management personnel and documented on AF Form 457, USAF Hazard Report. All airfield violations involving aircraft will be documented on AF Form 651, USAF Hazardous Air Traffic Report. The CAM or designated representative will determine actions required for each violation.
- 8.4. Airfield Management, Security Forces, and FDPDM observing personnel violating the rules of this program (e.g., exceeding speed limits, conducting unsafe operations) have the authority to detain that individual and confiscate their AF Form 483. Security Forces may also issue traffic tickets for violations.
- 8.5. Failure to conduct a FOD check when entering designated checkpoint areas or when driving from an unpaved to paved surface on the airfield will result in a 30-day suspension of flightline driving privileges.
- 8.6. Runway intrusions will not be tolerated and carry the following penalties:
 - 8.6.1. First-time offenses will result in 3 to 6 months suspension of flightline driving privileges.
 - 8.6.2. Subsequent violation will result in permanent loss of flightline driving privileges.
 - 8.6.3. Authority for temporary revocation of 3 to 6 months rests with the CAM.
 - 8.6.4. Authority for permanent revocation rests with the CAM after consultation with the offender's commander and 35 OSS/CC.
- 8.7. Willful violation of established procedures may result in administrative, judicial, or non-judicial actions, including action pursuant to Article 92, UCMJ, at the discretion of the individual's commander.
- 8.8. Suspension/revocation of civilian driver's license will result in the same for flightline driving privileges.

9. Issuing/Revoking & Reissuing AF Form 483, Certificate of Competency.

- 9.1. Issuing AF Form 483.
 - 9.1.1. Applicants will bring their completed Flightline Driver Training and Certification letter (**Attachment 3**) signed by their unit FDPDM, certifier, and unit commander to the Airfield Operations Flight office, Bldg. 1078. Drop off days are Monday thru Friday (excluding holidays, family, and down days) between the hours of 0800L-1000L.
 - 9.1.2. Airfield Management will check the letter for completeness, issue an AF Form 483, Certificate of Competency, and stamp it with the appropriate authorization. Turn around/processing time for issuing an AF Form 483 is normally 24 hours.
 - 9.1.3. The applicant will return the completed Flightline Driver Training and Certification letter to the unit FDPDM.
- 9.2. Revoking & Reissuing AF Form 483.

9.2.1. VCO/VCNCOs, FDPs, unit commanders, Security Forces and Airfield Management personnel have authority to revoke flightline driving privileges.

9.2.2. Reissue of AF Form 483 for individual whose flightline driver's license or civilian driving privileges have been previously revoked:

9.2.2.1. Individual must re-accomplish initial training and paperwork.

9.2.2.2. A letter is required from the unit commander to Airfield Management requesting to have individual's flightline driver's license re-instated.

9.2.2.3. A separate letter is required from the individual stating their understanding of flightline driving rules.

9.2.3. Reissue of AF Form 483 for lost, mutilated, or new license.

9.2.3.1. Personnel must bring their Flightline Driver Training and Certification letter to Airfield Management for reissue.

10. Restricted Driving Privileges.

10.1. When an individual loses their civilian drivers license/privileges they must get approval from the 35th Mission Support Group Deputy Commander (35 MSG/CD) for restricted driving privileges, IAW 35 FWI 31-204.

10.2. The supervisor must submit a memorandum from their office to 35 SFS/SFAR report and analysis section (226-2241) stating the reasons why the individual deserves restricted driving privileges and if there are any extenuating circumstances.

10.3. The individual's first sergeant or commander must sign the letter.

10.4. Once report and analysis receives the letter they schedule an appointment with the individual and the 35 MSG/CD.

10.5. The individual must be accompanied by their first sergeant, supervisor or anyone in their supervisory chain.

10.6. The 35 MSG/CD will discuss with the individual why they think they deserve restricted driving privileges and then make his final decision. (Paragraph 2.10., AFI 31-204, 35th Fighter Wing Supplement). Once approval is received, provide 35 OSS/OSA with a copy of the letter when requesting reinstatement of flightline driving privileges.

11. Contractors Requiring Flightline Access.

11.1. The contractor representative will contact DCAM/CAM (226-3648/3180) and request written approval from 35 OSS/OSA for a flightline authorization pass.

11.2. At least 72 hours prior to approval, the project officer, contractor(s), and interpreter (if necessary), must receive and sign an Airfield Construction Briefing given by the DCAM (See **Figure 2.**). DCAM will keep a copy of the signed briefing. Records will be maintained for 30 days after completion of the contract.

11.3. The contractor will brief subordinates and have each subordinate sign and keep a copy of the briefing.

11.4. Each contractor will carry on his/her person their signed copy of the flightline briefing while working on the flightline.

11.5. Contractors will provide DCAM a list of vehicles and personnel to be used on the flightline.

11.6. DCAM will issue 35 FW Form 133EJ, Contractor/POV Flightline Authorization Pass for each vehicle for the duration required. Passes will be displayed in windshield of all vehicles while on the airfield.

11.7. Passes will be returned to DCAM upon expiration and/or when no longer required.

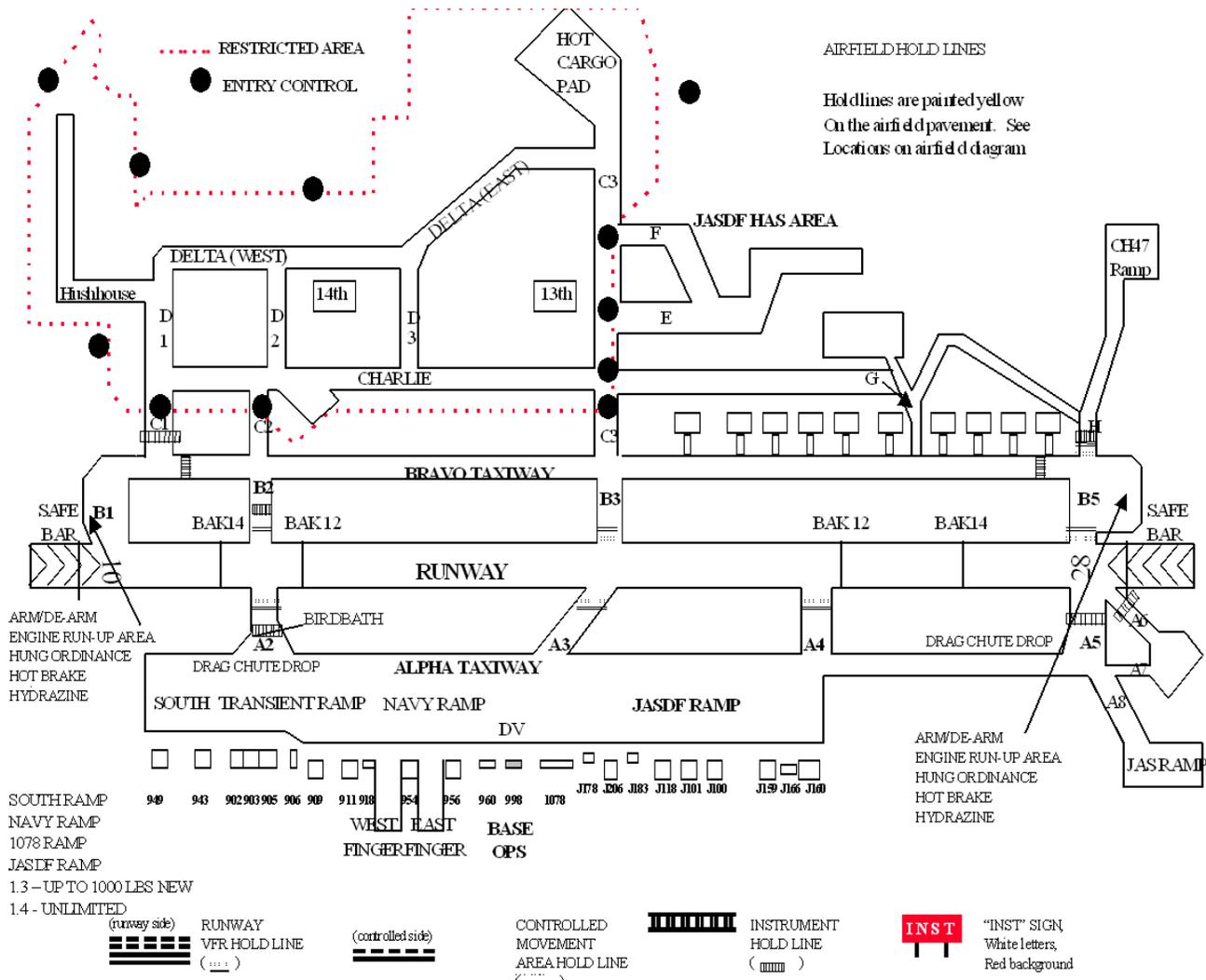
11.8. All passes will be reviewed annually to validate contractor requirements.

11.9. When necessary, contractors will have radios with the Airfield Operations and ATC frequencies. 35 OSS/OSA will not provide radios for contract workers.

Figure 2. Airfield Construction Briefing Guide

Airfield Construction Briefing Guide (SAMPLE ONLY)		
Contract #:	Operational Area:	Date:
Purpose: To brief construction crews on their responsibilities as related to the following:		
<p>Contractor Flightline Authorization: Before work begins on the airfield, all contractors must receive this briefing and ensure all employees receive and sign this briefing, forwarding a copy to the base project officer, and receive a flightline authorization pass. Return the pass to Airfield Management upon expiration or when no longer required.</p>		
<p>Proper FOD Checks and FOD awareness: Always clean vehicle floor and tires before entering the airfield area or leaving the construction site, visually inspect vehicle and tires, and sweep up as necessary before crossing the taxiway. If the contractor posts a FOD monitor at taxiway crossings, the monitor will check the taxiway after each vehicle crosses. If no monitor is posted, the drivers of the vehicle must stop and visually inspect the taxiway after each crossing. Coordinate with DCAM on smoking, eating areas on the flightline and for proper disposal of trash. Hats are not allowed on the flightline with the exception of safety helmets with chinstraps.</p>		
<p>Operation in vicinity of aircraft: No vehicle will park or pass closer than 25 feet in front of or 200 feet to the rear of an aircraft that has engines running at idle. No vehicle will park or pass closer than 900 feet to the rear of an aircraft whose engines are above idle.</p>		
<p>Taxiway Crossings/Traffic Flow Control: Cross taxiways only at designated areas. When crossing taxiways, aircraft have the right of way. If you see an aircraft moving in your direction, do not cross in front of it. Vehicles operating on all taxiways will travel on the extreme left edge of the taxiway. No vehicle will be parked in such a manner to impede vehicle or aircraft traffic.</p>		
<p>Flightline Area Awareness/Radio Controlled Movement Area: Controlled Movement Area – all areas on the flightline where two way radio contact with the control tower is required. This area includes the runway infield and overruns. Be aware of the flightline area as it relates to the work site, the controlled movement area, and the restricted areas. Use the figure on the back, to identify these areas. Do not enter the controlled movement area without prior coordination with the Airfield Management section and radio contact with the control tower. If working in the controlled movement area, always maintain 2-way radio contact, repeat clearance back to tower. Example: Contact the Control Tower, give your call sign, requested route and current location; MISAWA GROUND NIPO3, REQUEST ENTRY ONTO ALPHA TAXIWAY HEADING EASTBOUND FROM BLDG 1078. Tower will approve or disapprove the request based on other traffic, using the following phraseology. Example: NIPO3, MISAWA GROUND PROCEED ONTO ALPHA TAXIWAY EASTBOUND, or NIPO3, MISAWA GROUND, HOLD SHORT ACFT TAXIING. The driver will repeat the instructions to the Control Tower. Advise the Tower as soon as the vehicle is out of the controlled movement area. MISAWA GROUND; NIPO3 IS OFF ALPHA TAXIWAY IN FRONT OF BUILDING 949. Do not use the word “clear.”</p>		
<p>Night operations: When an aircraft is approaching, headlights will be turned off, and emergency flashers or parking lights turned on, to prevent interference with the pilot’s vision. Do not leave vehicle unattended on taxiways. Do not leave engine running in unmanned vehicles.</p>		
<p>Speed Limits: All taxiways, aprons, and ramps: General Purpose Vehicles - 15 MPH / 25 KPH; Any vehicle within 25 feet of an aircraft, snowplow, or building - 5 MPH / 8 KPH.</p>		
<p>Local Procedures: Personal radios will not be used in or outside of vehicles while operating on the flightline. This includes AM/FM radios, tape players and personal stereos.</p>		
<p>Site Visit: The Airfield Manger or designated representative will visit the work site as required.</p>		
Briefing Confirmation (Sign below)		
Project Officer:	Interpreter:	Airfield Management:
Contractor:	Contractor Employee:	

Figure 3. Airfield Construction Briefing Guide Map



12. Temporary Duty Personnel.

12.1. TDY personnel are not authorized to drive on the Misawa airfield without a valid (endorsed and current) AF Form 483 issued from their home station. Flightline driving program managers should question and validate the need for TDY personnel to drive on the flightline without an AF Form 483 from their home station. The sponsoring/host unit flightline driving program manager is responsible for giving a unit specific TDY briefing, and if deemed necessary, full training for issuance of AF Form 483 endorsed for flightline driving at Misawa AB. Forward Documentation for Flightline Driving Training and Certification to 35 OSS/OSA if full training was conducted.

NOTE: If TDY personnel have an AF Form 483 from their home station and they receive local flightline driving familiarization training, a sticker on the back of the AF Form 483 will suffice and is authorization

to drive on the airfield. The sticker must state “Misawa Flightline Authorized. Valid (TDY inclusive dates).”

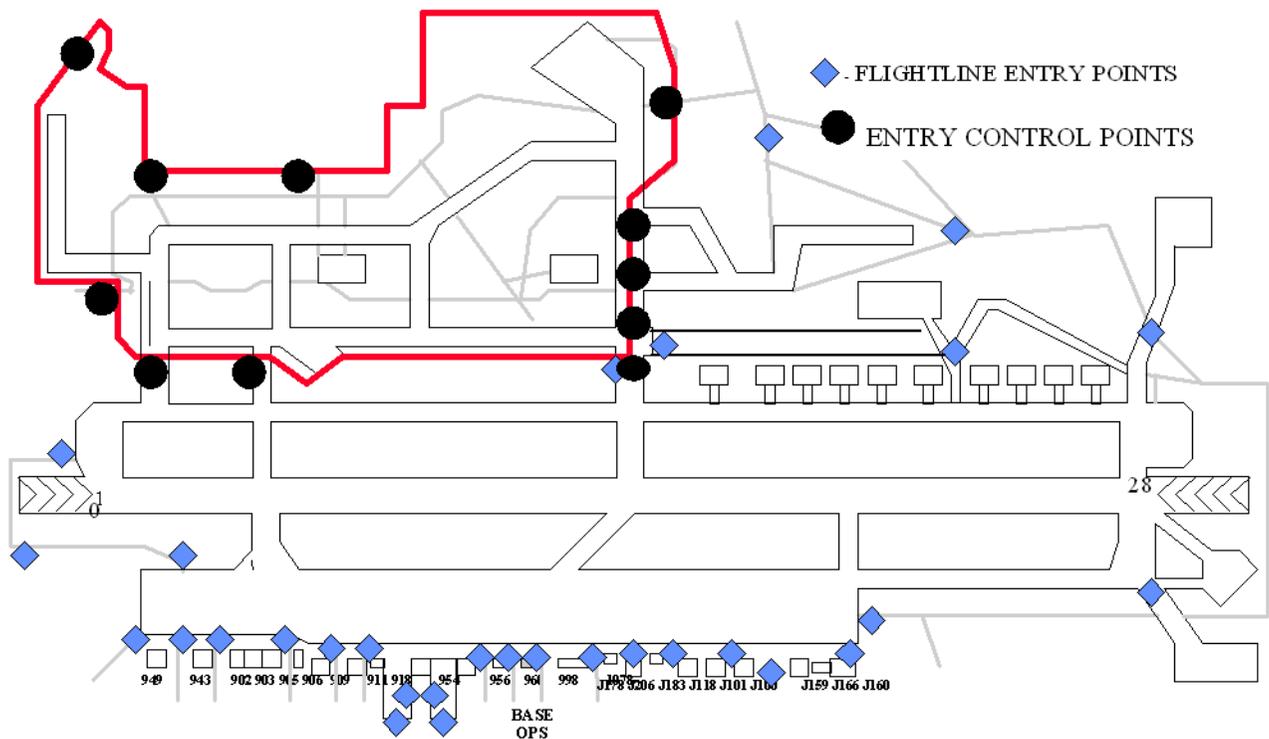
12.1.1. Minimum briefing requirements are the following: AF Form 483 requirements, speed limits, radio communications and phraseology, controlled movement area location and requirements/procedures, FOD prevention, night/inclement weather driving, vehicle driving/parking, and flightline photography procedures (See [Attachment 7](#)).

13. Operating Procedures.

13.1. Flightline Entry Points.

13.1.1. Flightline entry points are identified in [Figure 4](#). Flightline rules and operating procedures in this program will be followed upon entry onto flightline.

Figure 4. Flightline Entry Points



13.2. Flightline Vehicle Traffic Flow.

13.2.1. Flightline road is located on the extreme southern edge of the south transient ramp, Navy ramp, and the JASDF ramp and is bounded on the north side by a solid double yellow line. Vehicles in support of flightline operations shall normally operate on this road. Traffic flow is normal two-way, left side traffic. The flightline road will not be used as a shortcut between base facilities. A flightline driver's (AF Form 483, with or without CMA authorized) license is required to travel on this road.

Vehicles operating on taxiways will not travel on the painted centerline and should travel on the far side of the taxiway, away from parked aircraft. See paragraph 13.9., vehicle operations in the vicinity of an aircraft.

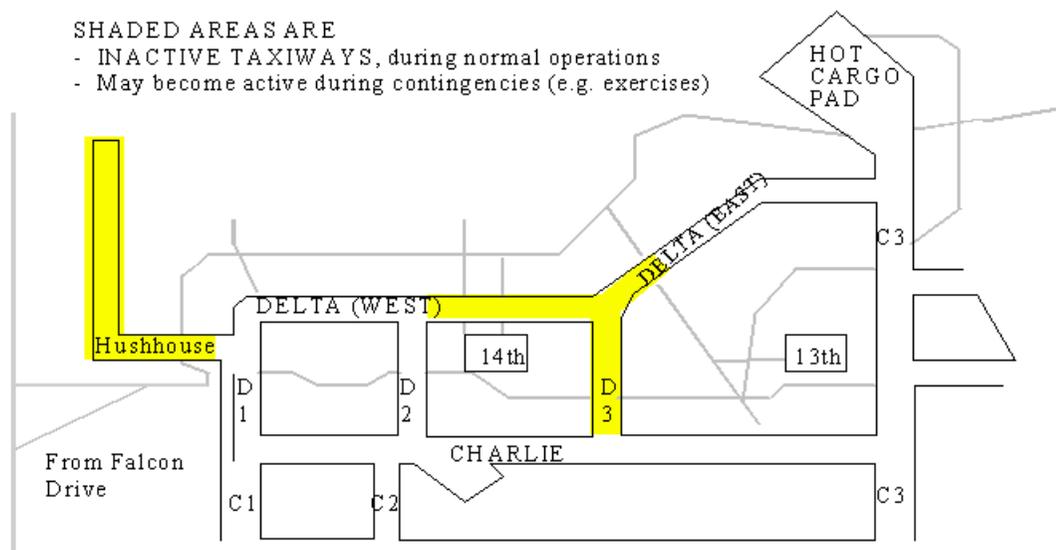
NOTE: Airfield Management vehicles are authorized to drive where necessary to accomplish required duties.

13.2.1.1. Closed taxiways: Taxiway D3 and the middle portion of Delta taxiway, (from HAS D-19 to D-37), are considered closed taxiways during normal operations (see Figure 5.). During contingency operations (e.g., exercises) the taxiways may become active. See paragraph 13.11. on unique operations.

13.2.1.2. Unpaved areas. Vehicles normally shall not operate on the grass or dirt areas adjacent to the runway, taxiways, or ramp. Use access roads if available when facilities are located in these areas. Follow FOD prevention procedures as stated in paragraph 13.10.

13.2.1.3. Taxiway "H" and taxiway A-8 are crossed by Falcon Drive. Both locations have stoplights to stop traffic for aircraft. Be aware of both aircraft and vehicle traffic at these locations.

Figure 5. Closed Taxiways During Normal Operations



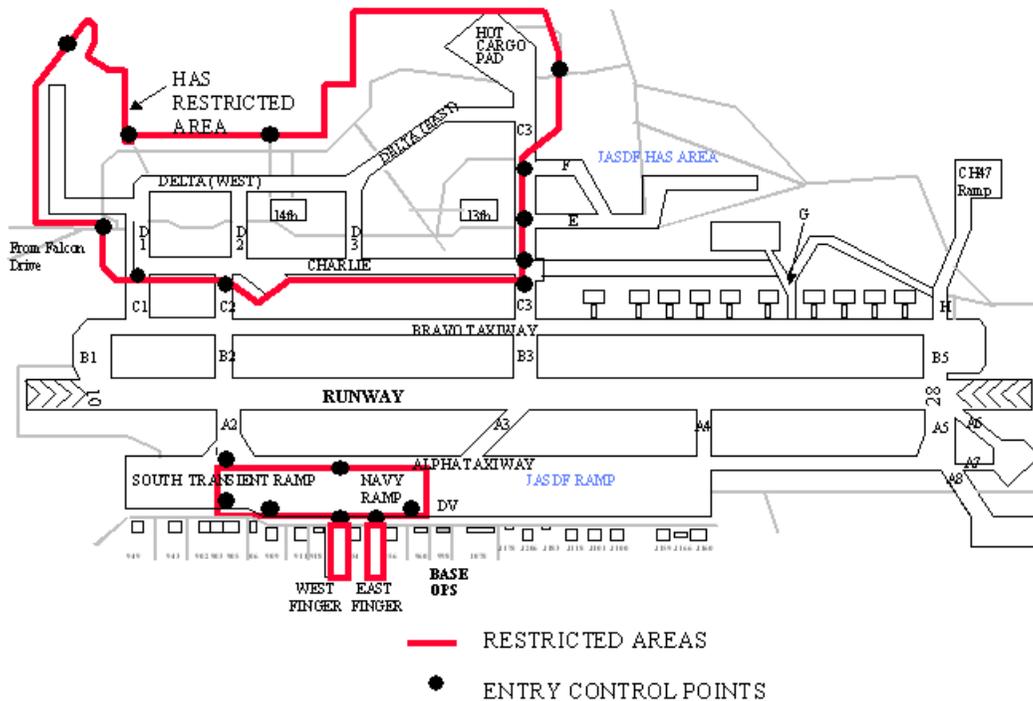
13.2.2. Flightline Restricted Areas and Entry Control Points.

13.2.2.1. South transient ramp and Navy ramp restricted area (see Figure 6.).

13.2.2.2. Hardened Aircraft Shelter (HAS) restricted area (see Figure 6.).

13.2.2.3. Entry Control Points (ECP). ECPs are red and white stripes painted on the red lines of the restricted area. To enter through the ECP, you must follow rules established by security regulations and must have a valid USAF restricted area badge with Area #16 open.

Figure 6. Restricted Areas



13.2.3. POV entry into HAS area.

13.2.3.1. Personnel working at the 13th and 14th Fighter Squadrons are authorized POV entry only through the West ECP and must follow the POV access routes identified in [Figure 7](#).

13.2.3.2. Park in designated POV parking areas in the 13th and 14th HAS areas--do not park behind the HAS.

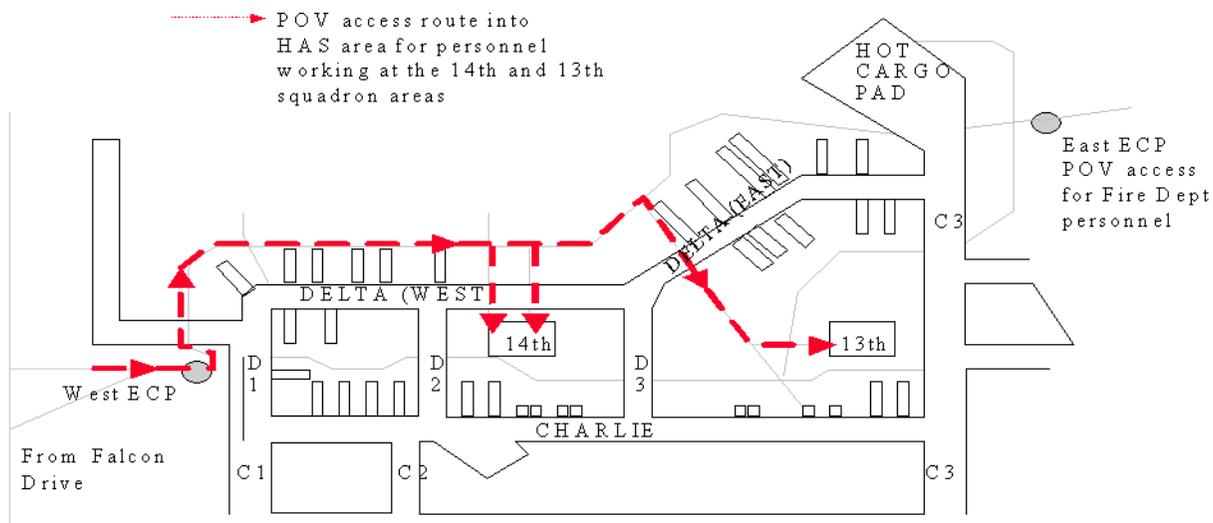
13.2.3.3. POVs are not authorized to cross active taxiways and POV crossing at taxiway C3 is not authorized. The exception is the middle portion of Delta taxiway, which may become active during contingency operations.

13.2.3.4. Security Forces authorize entry into the Hardened Aircraft Shelter aircraft parking area (restricted area). Airfield Management authorizes entry into the flightline area (controlled area). Exceptions to the authorized POV access points are coordinated with Airfield Management and Security Forces.

13.2.3.5. Deployed/Transient/TDY Personnel. Government owned vehicles will be utilized to the maximum extent possible. Use of POVs and rental vehicles on the flightline for deployed unit missions, inspection teams, etc., may be authorized by the Chief, Airfield Management or designated representative on a case-by-case basis. However, they will not operate any vehicle in the controlled movement area and must have an AF Form 483 from their home station prior to driving on the Misawa AB airfield. Additionally, they will be briefed by the sponsoring/host unit on the airfield layout and proper procedures prior to driving on the airfield. An airfield diagram will remain in the vehicle at all times. POV passes are intended for official business

only—not personal use.

Figure 7. POV Entry into HAS Areas



13.3. Flightline Speed Limits.

- 13.3.1. General purpose vehicles or AGE towing equipment—15 MPH / 25 KPH maximum.
- 13.3.2. Special purpose or weapons vehicles—10 MPH / 16 KPH maximum.
- 13.3.3. Tugs towing aircraft—5 MPH / 8 KPH maximum.
- 13.3.4. All vehicles within 25 feet of an aircraft—5 MPH / 8 KPH maximum.
- 13.3.5. Emergency vehicles, ambulances, and snow removal equipment may exceed speed limits only when personnel and property are not endangered.
- 13.3.6. “Follow me” vehicles may operate at a reasonable and prudent speed when escorting aircraft.

13.4. Airfield Markings and Signs.

- 13.4.1. Airfield Hold Lines (see [Figure 8](#). for locations on the airfield).

13.4.1.1. Controlled Movement Area Hold Line marking. Borders the area defined as the Controlled Movement Area. All individuals must stop at this line and get control tower permission prior to accessing this area. Controlled Movement Area hold line is painted on the taxiways and is painted yellow.

(controlled side)

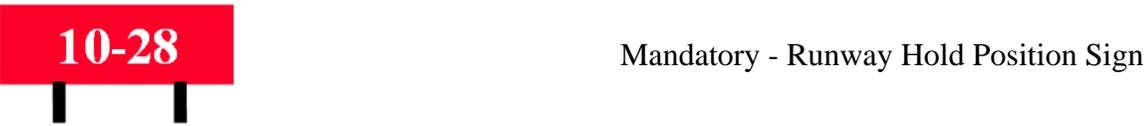


Controlled Movement Area Hold Line

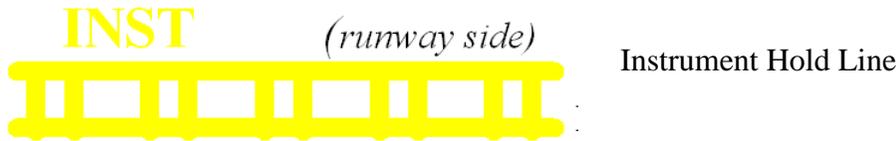
13.4.1.2. Runway VFR Hold Line marking. Individuals requiring runway access/crossing must stop at this line and get control tower permission prior to proceeding. This line is painted on the taxiway 100 ft from the runway edge of runway and is painted yellow.



13.4.1.3. Runway Hold Position sign. This sign is located off the taxiway edge or shoulder edge to further identify the runway VFR Hold Line marking location.



13.4.1.4. Instrument Hold Line marking. All aircraft, vehicles and personnel will stop at this line when instructed by control tower. This line is painted on the taxiways and is painted yellow.

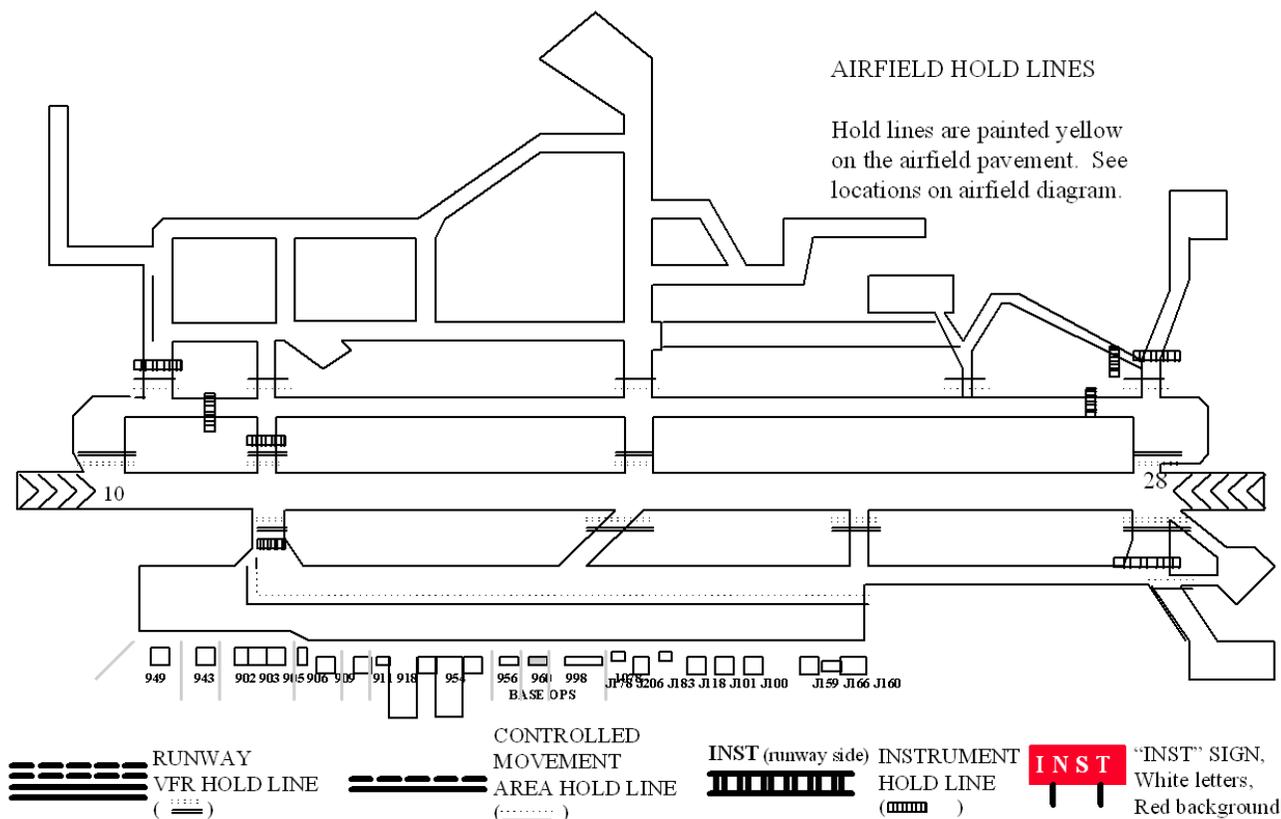


13.4.1.5. "INST" sign. A sign with the letters "INST" painted white on a red background is located at the taxiway edge or shoulder to further identify the instrument hold line marking location.



13.4.1.6. White "STOP" bar marking. Located on all vehicular access roads leading to the runway (e.g., barrier cable access roads) and serves as the normal positions for the FOD, VFR or instrument hold line.

Figure 8. Hold Lines



13.5. Vehicle Parking and Chocking.

13.5.1. No vehicle will be parked in such a manner as to impede vehicle or aircraft traffic.

13.5.2. Vehicles in the HAS parking area will park only in designated parking areas.

13.5.3. When the driver's seat is vacated, the vehicle operator will insure the ignition is turned off, the parking brakes are set (weather permitting) and the gear lever is in reverse. Use park if the vehicle has automatic transmission.

13.5.4. Use chocks to secure all vehicles and wheeled equipment that do not have an integral braking system or if the parking brake is not set, when they are left parked unattended on the aircraft parking ramp.

13.5.5. Do not point vehicle toward any aircraft.

13.5.6. If vehicle is left within 50 feet of an aircraft, it will be chocked as soon as the driver leaves the vehicle.

13.5.7. Chocks will be placed in the front and rear of the drive wheels.

13.5.8. Emergency vehicles that must remain in operation at the scene of an emergency may be parked with the engine running, the parking brake set, transmission in neutral or park, and only the rear wheels chocked when the driver's seat is not occupied.

13.5.9. Aircraft-servicing support vehicles that require the vehicle engine to operate as the power source for auxiliary components may be left unattended while the engine is running. When the driver's seat is not occupied, set the parking brake, place the transmission in neutral or park, and chock the rear wheels. Applicable equipment includes lavatory-servicing trucks, vehicle-mounted aircraft baggage, belt conveyors, water tank trucks, truck-mounted aircraft baggage, truck-mounted air conditioners, fleet-servicing high-lift trucks, fuel trucks, ambulances, and staircase trucks.

13.6. Control Tower Light Gun Signal Recognition.

13.6.1. These signals will be used in the event that radio communication is lost with a vehicle in the Controlled Movement Area. However, prior to light gun signal use, vehicles should first immediately exit to the nearest non-controlled area, when radio communication is lost with tower.

13.6.2. Tower will flash the runway or taxiway lights in order to get your attention when radio failure occurs.

13.6.3. Tower will advise airfield management when communication is lost requiring Airfield Operations response to escort vehicle from area.

13.6.4. Tower will use light gun signals only when required to communicate an exit of the area—not for clearing vehicles into the CMA. If radio communication is lost, the vehicle operator will flash headlights towards the tower. The vehicle operator will acknowledge receipt of light gun signal by once again flashing their lights at the tower. Take the appropriate action as follows:

Figure 9. Tower Light Gun Signals

TOWER SIGNALS FOR CONTROL OF AIRDROME TRAFFIC	
STEADY GREEN 	CLEARED TO CROSS
STEADY RED 	STOP
FLASHING RED 	CLEAR ACTIVE RUNWAY
FLASHING WHITE 	RETURN TO STARTING POINT
RED & GREEN 	GENERAL WARNING EXERCISE EXTREME CAUTION

P/N 3613101

13.6.5. It is highly recommended ALL vehicles operating on the flightline be equipped with a tower light gun signal decal. These decals may be obtained from <http://www.faa.gov/runway-safety/> or <http://www.e-publishing.af.mil> (AFVA 13-221). Tower light gun signal decals should

be displayed in plain view of the driver in all Air Force motor vehicles. Vehicle operators will know and comply with the above light gun signals while operating in the CMA.

13.7. Procedures in the Controlled Movement Area.

13.7.1. Flightline vehicle operators are required to have two-way radio contact and permission from the control tower to enter or drive within the CMA, and must monitor the Air Traffic Control (ATC) net. Both vehicle operators and the tower controller **MUST** ensure communications is understood—never assume anything, and always ask for assistance when in doubt. If the instructions you receive from the tower are unclear, ask that they be repeated by stating, “Say Again.”

13.7.2. Contact control tower stating radio call sign, location and intentions. Control tower will approve or disapprove request. Always follow control tower instructions and always repeat instructions back to control tower to ensure proper understanding.

NOTE: Permission in the CMA does not automatically mean you have runway/taxiway access. You must stop at each hold line, and request permission and approval from the control tower prior to proceeding. Failure to obtain permission onto the runway/taxiways is a serious offense and jeopardizes human lives and valuable assets.

13.7.3. Radio communication procedures:

13.7.3.1. Use a two-way radio capable of communicating with the tower. Normally, airfield vehicles are tuned into the ATC net. Each vehicle must have a unique call sign identifying the vehicle (i.e., no two vehicles will have the same call sign).

13.7.3.2. Think about what you are going to say before calling the tower.

13.7.3.3. Know and use proper phraseology. (Refer to Aviation Phraseology and Aviation Alphabet). Never use Citizen’s Band (CB) lingo or law enforcement “ten” codes.

13.7.3.4. Use the proper sequence in calling the tower. Before you start talking, make sure no one else is already talking. Then key your microphone and do the following:

13.7.3.4.1. State whom you are calling and identify yourself by using your vehicle call sign. For example, “Misawa Ground, Airfield Five.”

13.7.3.4.2. Wait for the tower controller to respond. Be patient, as it sometimes takes a while if the controller is busy. When the controller responds, “Airfield Five, Misawa Ground,” state where you are and where you want to go. For example, “Airfield Five on 1078 Ramp. Request access onto taxiway Alpha.”

NOTE: The order in which you state where you are and where you are going is unimportant. You can easily state where you want to go and where you are located instead. For example, “Airfield Five requests access onto taxiway Alpha from 1078 Ramp.” The important thing to remember is **BOTH** pieces of information are required—where you are and where you’re going.

13.7.3.4.3. Wait for the controller’s response. The controller will either approve or deny your request, or give you modified instructions. For example, “Airfield Five, proceed onto taxiway Alpha. Report when off.”

13.7.3.4.4. **ALWAYS** read back instructions from the tower. For example, “Airfield Five proceeding onto taxiway Alpha. Will report when off.”

13.7.4. All non-radio equipped vehicles operating within the CMA will be escorted by a two-way radio-equipped vehicle monitoring the ATC net. USFJ vehicles requiring an escort should make arrangements within their unit.

13.7.5. The escort is responsible to ensure positive control of all vehicles/personnel under his/her escort while operating in the CMA, and shall not leave the immediate vicinity.

13.7.6. The escort will inform control tower of the number of vehicles under escort when requesting clearance on the CMA and again if crossing or requesting on the runway.

13.7.7. The escort will ensure all vehicles clear the runway or controlled area at the nearest exit, when directed by tower.

13.7.8. The escort shall ensure all vehicles and FOD are clear of the CMA and/or runway prior to reporting off.

13.7.9. Use extreme caution when you hear the phrase "go ahead." Tower controllers use this to mean "state your request." It NEVER means "proceed."

13.7.10. Avoid use of the word "CLEAR" when reporting off the controlled movement area/runway. This word is reserved for pilots and air traffic controllers only.

13.7.11. Use same procedures for any closed portion of CMA or runway.

13.7.12. During emergencies stay off the ATC frequency, unless absolutely necessary.

13.7.13. When traveling East/West on the runway, turn on rotating beacon or use hazard flashing lights.

13.7.14. Vehicle operators located near the vicinity of the runway who need access to the runway and overruns will stop at least 100 feet from the edge of the runway and overruns and contact control tower for permission to proceed. No vehicle or personnel will proceed closer than 100 feet to the edge of the runway or overrun without tower approval.

13.7.15. Ensure entry into the runway is necessary. Runway crossing for convenience is strictly prohibited. Do not use as a shortcut to the other side of the base. Look out for aircraft and emergency vehicles and operate in a safe manner at all times.

13.7.16. Operators will not drive vehicles over Safe-Bar webbing located in the overruns. See [Attachment 2](#) for locations on airfield.

13.7.17. The following individuals/agencies are authorized to cross the runway with Tower approval:

13.7.17.1. Wing Commander

13.7.17.2. Vice Wing Commander

13.7.17.3. Group Commanders

13.7.17.4. Deputy Group Commanders

13.7.17.5. OSS Commander

13.7.17.6. Supervisor of Flying (SOF)

13.7.17.7. Individuals with routine need for runway access as approved by the unit com-

mander:

- 13.7.17.7.1. Aircraft Towing
- 13.7.17.7.2. Airfield Lighting
- 13.7.17.7.3. Airfield Maintenance
- 13.7.17.7.4. Airfield Management/Airfield Operations
- 13.7.17.7.5. Barrier Maintenance
- 13.7.17.7.6. Transient Alert
- 13.7.17.7.7. Flight Safety

13.7.17.8. Vehicles with limited runway-crossing privileges (access given only when their activity cannot be accomplished on East and/or West Falcon Drive):

- 13.7.17.8.1. AGE equipment tows
- 13.7.17.8.2. ATOC Cargo transports
- 13.7.17.8.3. ECM Pod tows
- 13.7.17.8.4. Egress (Canopy) tows
- 13.7.17.8.5. Engine tows
- 13.7.17.8.6. Fuel tank tows
- 13.7.17.8.7. Munitions transports

13.7.17.9. Fire department and security forces vehicles responding to emergency and exercise situations. This list is not all-inclusive and any questions should be directed to 35 OSS/OSA.

13.7.17.10. Aviation Phraseology:

- 13.7.17.10.1. Acknowledge—Let me know you have received and understand this message.
- 13.7.17.10.2. Advise intentions—Tell me what you plan to do.
- 13.7.17.10.3. Affirmative—Yes.
- 13.7.17.10.4. Confirm—My version is ... is that correct?
- 13.7.17.10.5. Correction—An error has been made in the transmission, and the correct version follows.
- 13.7.17.10.6. Go ahead—State your request (NEVER means “proceed”).
- 13.7.17.10.7. Hold—Stop where you are.
- 13.7.17.10.8. Hold short of—Proceed to, but hold short of a specific point.
- 13.7.17.10.9. Negative—No, or permission is not granted, or that is not correct.
- 13.7.17.10.10. Proceed—You are authorized to begin or continue moving.
- 13.7.17.10.11. Read back—Repeat my message back to me.
- 13.7.17.10.12. Roger—I have received all of your last transmission. (It should not be used

to answer a yes or no question).

13.7.17.10.13. Say again—Repeat what you just said.

13.7.17.10.14. Standby—Wait ... I will get back with you. (Standby is not an approval or denial. The caller should re-establish contact if the delay is lengthy).

13.7.17.10.15. Unable—Indicates inability to comply with a specific instruction, request, or clearance.

13.7.17.10.16. Verify—Request confirmation of information.

13.7.17.10.17. Wilco—I have received your message, understand it, and will comply.

13.7.17.11. The Aviation Alphabet. The following table shows the International Civil Aviation organization (ICAO) phonetic alphabet that is used in radio transmissions. Use the words in place of letters to reduce confusion. For example, Taxiway “B” would be referred to as Taxiway “Bravo.”

Figure 10. Aviation Phonetic Alphabet

A	Alpha	AL-FAH	N	November	NO-VEM-BER
B	Bravo	BRAH-VOH	O	Oscar	OSS-KAH
C	Charlie	CHAR-LEE	P	Papa	PAH-PAH
D	Delta	DELL-TAH	Q	Quebec	KEH-BECK
E	Echo	ECK-OH	R	Romeo	ROW-ME-OH
F	Foxtrot	FOKS-TROT	S	Sierra	SEE-AIR-RAH
G	Golf	GOLF	T	Tango	TANG-GO
H	Hotel	HOH-TEL	U	Uniform	YOU-NEE-FORM
I	India	IN-DEE-AH	V	Victor	VIK-THE
J	Juliett	JEW-LEE-ETT	W	Whiskey	WISS-KEY
K	Kilo	KEY-LOH	X	X-ray	ECKS-RAY
L	Lima	LEE-MAH	Y	Yankee	YANG-KEY
M	Mike	MIKE	Z	Zulu	ZOO-LOO

1	One	WUN	6	Six	SIX
2	Two	TOO	7	Seven	SEV-EN
3	Three	TREE	8	Eight	AIT
4	Four	FOW-ER	9	Nine	NIN-ER
5	Five	FIFE	0	Zero	ZEE-RO

13.7.18. All vehicles operating in the CMA must have rotating beacon lights or hazard/warning flashers on at all times.

13.8. Local Restrictions.

13.8.1. Personal radios will not be used in or outside of vehicles while operating on the flightline. This includes AM/FM radios, tape players, and personal stereos (Walkmans, etc.).

13.8.2. Bicycles are authorized only on the flightline road in the JASDF area and in the HAS area, and are prohibited from entering the Controlled Movement Area.

13.8.3. In the HAS area, bicycles must remain on shoulders except when crossing taxiways. Bicycles will use the same access points and routes for POVs into and out of the HAS area.

13.8.4. Bicycles will have operational lights and reflectors when operated at night. All other Air Force safety standards established by other instructions must also be observed.

13.9. Operations in Vicinity of Aircraft.

13.9.1. Vehicle operators will exercise extreme caution in the vicinity of all aircraft (including helicopters).

13.9.2. Do not drive vehicles within 10 ft of a parked aircraft, except when the aircraft is being serviced, loaded, or off-loaded. Never drive vehicles under any part of the aircraft.

13.9.3. Always approach aircraft with the driver's side to the aircraft. This allows a safe clearance from the aircraft. A spotter will be used at all times when backing towards an aircraft and chocks will be pre-positioned to prevent vehicle from rolling into an aircraft.

13.9.4. When approaching or being approached by taxiing or towed aircraft remove your vehicle from the aircraft's path, dim lights during hours of darkness and remain stationary until the aircraft is well clear of the vehicle.

13.9.5. Do not pass between an aircraft and a ground marshaller.

13.9.6. No vehicle will park or pass closer than 25 feet in front or 200 feet to the rear of an aircraft that has engines running at idle. No vehicle will park or pass closer than 900 feet to the rear of an aircraft whose engines are above idle.

13.9.7. Helicopters have the right of way over all other traffic. All vehicles must remain stationary and avoid the vicinity of moving helicopters until they are positioned or parked. Remain at least 100 feet away from helicopters with rotors in motion.

13.9.8. All assigned aircraft require a minimum of 25 feet wing tip clearance when taxiing. Be aware that when operating in the vicinity of large aircraft, vehicle operators may need to exit the taxiway. Aircraft have the right-of-way at all times. If necessary, exit your vehicle and give the pilot a "thumbs up signal," that the aircraft is cleared to pass.

13.9.9. Remain alert and insure that you keep a look out for aircraft, helicopters, and emergency vehicles while operating on the airfield.

13.10. FOD Control and Prevention Responsibilities.

13.10.1. All operators shall inspect tires for FOD potential prior to entering flightline. Emergency vehicles responding to emergencies are exempt from vehicle FOD checks unless time permits (i.e., if emergency aircraft will not land for more than 15 minutes).

13.10.2. A FOD check must be accomplished on all vehicles prior to entering aircraft movement areas (e.g., runway, taxiway and parking aprons) from access roads, paved shoulders, and other non-paved surfaces.

13.10.3. FOD check-point signs are posted throughout the majority of flightline entry points. The absence of a FOD sign at a flightline entry point is not a reason for not checking vehicles for FOD potential.



13.10.4. For vehicles transporting equipment and other items, operators will personally inspect vehicles to insure items are secured and are not capable of falling off or blowing out of vehicles.

13.10.5. Metal tire chains and/or studded traction devices are not authorized on the flightline road, ramp, taxiways, or runway. EXCEPTION: Aircraft tow, aircraft servicing vehicles, and snow removal chemical dispensing vehicles may use metal chains in extreme weather conditions, such as packed snow or ice, after coordination with Chief, Airfield Management. Chains will not be allowed on bare pavement.

13.10.6. Vehicles operating on the airfield will stay on the hard surfaces. If a vehicle is required to operate on unpaved surfaces, it is the vehicle operator's responsibilities to check for potential FOD hazards upon return to paved surfaces.

13.10.7. During winter season, vehicle operators will remove snow and ice from the vehicle to prevent snow and ice FOD from entering the flightline area.

13.10.8. A flashlight will be utilized to accomplish FOD checks during hours of darkness (per 35 FW Sup to PACAF 21-101).

13.10.9. Remove FOD from the flightline whenever you see it. For FOD that cannot be removed, call Airfield Operations on the ramp net or extension 226-3110 and advise them of the severity of the FOD and the location. Airfield Operations will request an airfield sweeper, close the area, or respond to the area as required.

13.10.10. All vehicle signs will be permanently affixed to the vehicle (i.e. magnetic signs are not authorized).

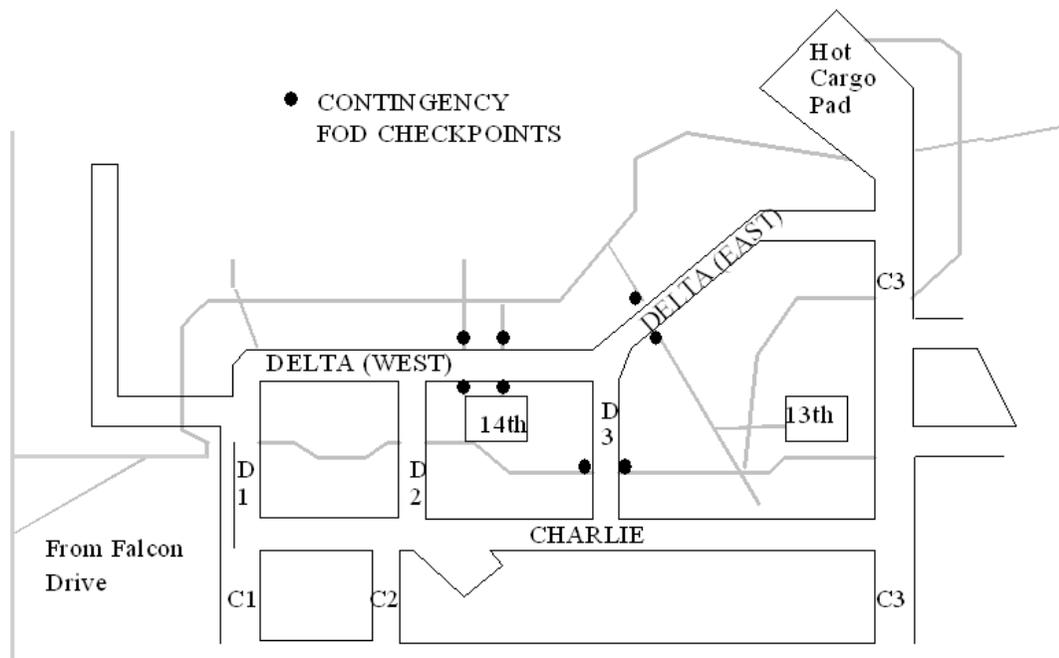
13.11. Unique Operations and Situations.

13.11.1. Contingency FOD check points. During contingencies and exercises, Taxiway D3 and the taxiway between east and west Delta may become active taxiways. If they become active taxiways, accomplish FOD check prior to entering or crossing these taxiways (see [Figure 11](#)).

13.11.2. During the winter season, vehicle operators must be aware of and give way to snow removal equipment vehicles. Visibility can become obscured during snowfall, and most snow removal vehicles operate at high speeds when performing snow removal operations. Additionally, all vehicle operators must be familiar with the vehicle service road that runs parallel to the parking aprons on the south side of the airfield. During and after snowfall, the service road boundary lines

are obscured. Vehicle operators must keep situational awareness and maintain adequate distance from the road, parked aircraft, and restricted areas.

Figure 11. Contingency FOD Checkpoints



13.12. Night and Restricted Visibility/Inclement Weather Driving Conditions.

13.12.1. Instrument Landing System (ILS) Hold Line: During inclement weather, do not cross these lines without clearance from control tower. These lines are for stopping aircraft or vehicles that may enter the critical area for Navigational Aids (NAVAIDs). During inclement weather, aircraft will be relying on NAVAIDs to land safely. Any large metal objects such as vehicles, aircraft, equipment, etc., can interfere with navigational signals.

13.12.2. Vehicle operators must be aware of their location at all times on the airfield while driving at night and/or during restricted visibility conditions.

13.12.3. Headlights shining toward a moving aircraft at night will be turned off immediately so the pilot will not be blinded or his night vision affected. The vehicle's parking lights will be turned on so its position will be known. The headlights will remain off until the aircraft is out of range.

13.12.4. Emergency flashers will be used during darkness or inclement weather (e.g., rain, snow, fog).

13.12.5. Vehicles equipped with daytime running lights will turn their vehicle away from aircraft or turn the vehicle off and turn on emergency flashers.

13.12.6. Reduced visibility due to inclement weather can also play tricks with your eyes such as distorting objects or removing them from your scope of vision entirely. Vehicle operators must

slow down and drive according to weather conditions, be alert for snow removal vehicles (giving the right of way), and exercise caution and good judgment.

13.12.7. Night driving on the flightline is an entirely different experience from daylight driving. Vehicle operators must have flightline orientation rides during the hours of darkness since landmarks and objects used during the day may not be visible at night.

13.13. Runway Intrusion Prevention.

13.13.1. Airfield Management will perform spot inspections on AF Form 483s and contractor passes on the airfield to verify the vehicle is authorized in the respective area. If the vehicle pass or AF Form 483 is not valid, the vehicle will be denied re-entry to the area and the AF Form 483/vehicle pass confiscated and returned to Airfield Management (35 OSS/OSA) for appropriate action.

13.14. Distance Criteria for Mobile Obstacles.

13.14.1. All vehicle operators must be aware of the distance criteria listed in the table below. Obstacles (e.g., vehicles, light-all units, fire bottles) will not be left unattended within the stated distances.

Figure 12. Distance Criteria for Fixed/Mobile Obstacles.

Runway lateral clearance distance (primary surface)	1,000 ft	Measured perpendicularly from centerline of runway. Ideally runways should have no obstructions, fixed or mobile, within 1000 feet of the runway centerline. Compliance often may be impractical because of physical, functional, or operational constraints. Mobile obstacles include parked aircraft, parked and moving vehicles, railroad cars, and similar equipment. Taxiing aircraft and emergency vehicles are exempt from this restriction.
Clearance from taxiway centerline to fixed or mobile obstacles (taxiway clearance line)	200 ft min	See above for mobile obstacles.

<p>Clearance from Apron Boundary Marking to Fixed or Mobile Obstacles</p>	<p>Variable</p>	<p>Fixed-Wing Aprons.</p> <p>Item Class A Runway Class B Runway</p> <p>No. Description Requirement Remarks</p> <p>Variable Air Force airfields. Compute this distance by multiplying 0.5 x the wingspan of the most demanding aircraft that will use the apron, and add the appropriate wing tip clearance required for aircraft with wingspans up to 110 feet add 30 feet. Aircraft with wing spans over 110 feet add 50 feet. Then subtract the distance from the taxilane centerline to the apron boundary marking to find the required clear distance. This distance to be clear of all fixed and mobile obstacles except as specifically noted in UFC 3-260-1, Attachment 14.</p> <p>NOTES:</p> <ol style="list-style-type: none"> 1. Light poles are not allowed within this distance without waiver. 2. Implement operational controls to ensure that aircraft larger than the design aircraft do not use the apron without wingwalkers. 3. Submit a revised summary of airfield restrictions to allow update to the AMC Airfield Suitability and Restrictions <p>Report. Mail the revision to:</p> <p>HQ AMC/DOAS</p> <p>402 Scott Drive Unit 3A1</p> <p>Scott AFB IL 62225-5302</p>
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WILLIAM J. REW, Brigadier General, USAF
 Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

AAS—Aircraft Arresting System

AB—Air Base

AFFSA—Air Force Flight Standards Agency

AGL—Above Ground Level

AMC—Air Mobility Command

ATC—Air Traffic Control

CAM—Chief, Airfield Management

CMA—Controlled Movement Area

CSC—Central Security Control

DCAM— Deputy, Chief Airfield Management

DOD—Department of Defense

DV—Distinguished Visitor

FDPM— Flightline Driving Program Manager

FOD—Foreign Object Damage

FS—Fighter Squadron

FW—Fighter Wing

GOV— Government Owned Vehicles

HAS—Hardened Aircraft Shelter

IFE—In-Flight Emergency

JASDF—Japan Air Self Defense Force

OSS—Operations Support Squadron

PACAF—Pacific Air Forces

POV— Privately Owned Vehicles

TDY— Temporary Duty

UHF—Ultra High Frequency

USF—United States Forces

USFJ—United States Forces Japan

VHF—Very High Frequency

Attachment 2

MISAWA AIRFIELD DIAGRAM

MISAWA AIRFIELD DIAGRAM

SCALE: 1" = 400'

LEGEND

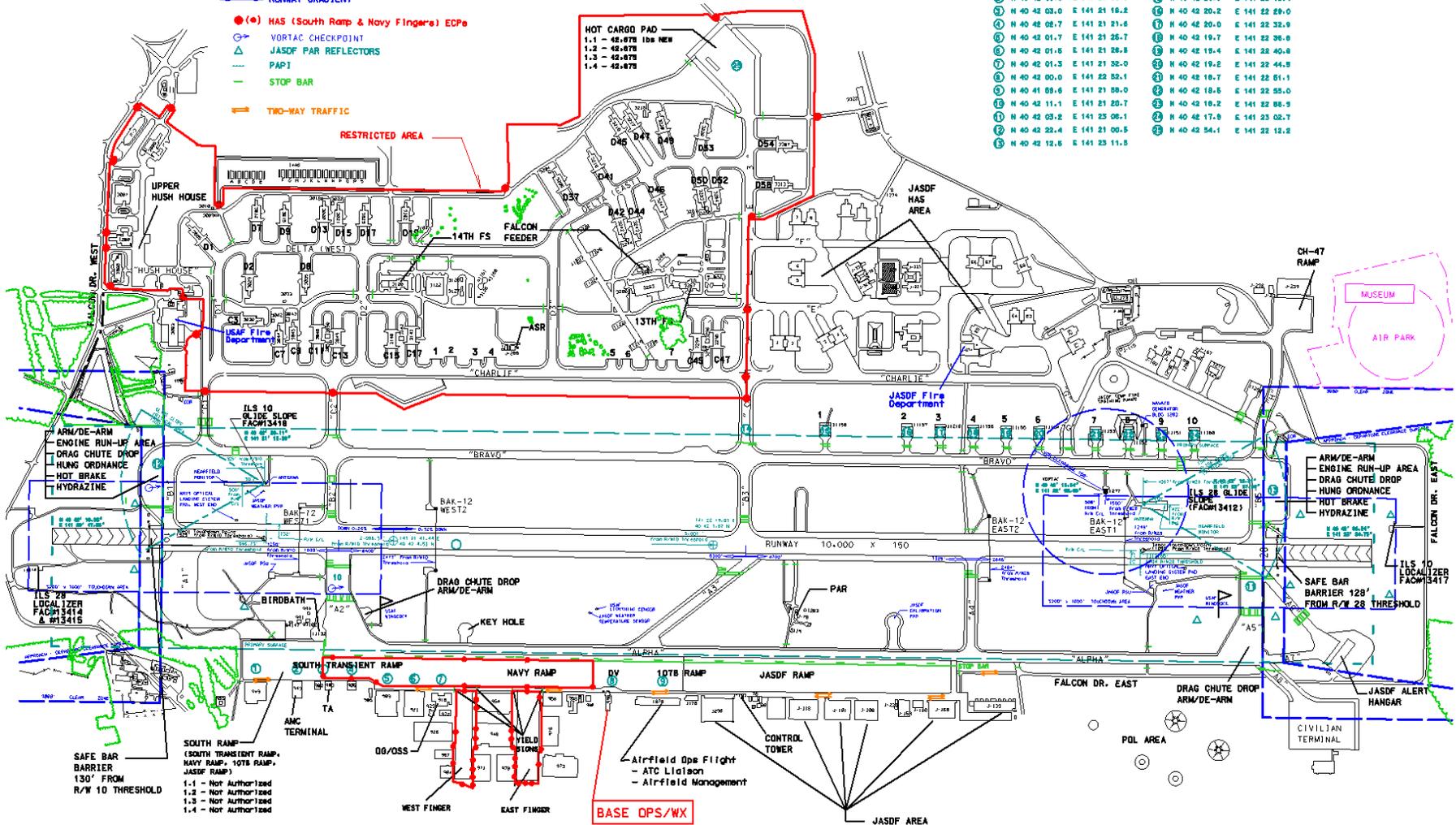
- CONTROLLED MOVEMENT AREA HOLD LINE
- RUNWAY VFR HOLD LINE
- INSTRUMENT HOLD LINE
- Hold lines are pointed yellow on the taxiways
- INTERSECTION DEPARTURES
- RUNWAY GRADIENT
- (●) HAS (South Ramp & Navy Fingers) ECPs
- VORTAC CHECKPOINT
- △ JASDF PAR REFLECTORS
- PAPI
- STOP BAR
- TWO-WAY TRAFFIC

RWY ELEVATION 119'
RWY10 THRESHOLD 114'
RWY 28 THRESHOLD 94'

OPR: 35OSS/OSAM
226-3180
AS OF 12 Oct 2004

INS SPOTS (LATITUDE/LONGITUDE)
UNIT: Degrees/Minutes/Seconds

① N 40 42 03.4 E 141 21 10.3	⑪ N 40 42 21.5 E 141 22 10.1
② N 40 42 03.6 E 141 21 16.1	⑫ N 40 42 20.9 E 141 22 19.4
③ N 40 42 03.0 E 141 21 16.2	⑬ N 40 42 20.2 E 141 22 29.0
④ N 40 42 08.7 E 141 21 21.6	⑭ N 40 42 20.0 E 141 22 32.9
⑤ N 40 42 01.7 E 141 21 26.7	⑮ N 40 42 19.7 E 141 22 36.9
⑥ N 40 42 01.5 E 141 21 28.8	⑯ N 40 42 19.4 E 141 22 40.8
⑦ N 40 42 01.3 E 141 21 32.0	⑰ N 40 42 19.2 E 141 22 44.8
⑧ N 40 42 00.0 E 141 22 32.1	⑱ N 40 42 18.7 E 141 22 51.1
⑨ N 40 41 59.6 E 141 21 38.0	⑲ N 40 42 18.5 E 141 22 55.0
⑩ N 40 42 11.1 E 141 21 20.7	⑳ N 40 42 18.2 E 141 22 58.9
⑪ N 40 42 03.2 E 141 23 08.1	㉑ N 40 42 17.9 E 141 23 02.7
⑫ N 40 42 22.4 E 141 21 00.5	㉒ N 40 42 17.9 E 141 23 12.8
⑬ N 40 42 12.5 E 141 23 11.5	



SAFE BAR BARRIER 130' FROM R/W 10 THRESHOLD

SOUTH RAMP (SOUTH TRANSIENT RAMP, NAVY RAMP, 10TH RAMP, JASDF RAMP)
1.1 - Not Authorized
1.2 - Not Authorized
1.3 - Not Authorized
1.4 - Not Authorized

BASE OPS/WX

Airfield Ops Flight
- ATC Liaison
- Airfield Management

Attachment 3

DEPARTMENT OF THE AIR FORCE

Your squadron letterhead goes here



Date:

MEMORANDUM FOR: 35 OSS/OSAM

FROM: Your Squadron/Unit CC

SUBJECT: Documentation of Flightline Driver Training and Certification

1. Request the following individual be issued an AF Form 483, **Certificate of Competency**, endorsed for flightline driving at Misawa Air Base:

NAME/RANK: _____

UNIT/OFFICE SYMBOL: _____ DUTY PHONE: _____

USFJ 4EJ Permit No.: _____ RESTRICTIONS: _____

2. The above individual has completed the following requirements:

TRAINING ITEM	DATE	TRAINEE (Init)	TRAINER (Init)
35 FWI 13-202, <i>Flightline Driving</i>	_____	_____	_____
Day Flightline Orientation	_____	_____	_____
Night Flightline Orientation	_____	_____	_____
Flightline Driving Check Ride	_____	_____	_____
Flightline Driver's Test—Computer	_____	_____	_____
Airfield Diagram/Written Map Test	_____	_____	_____
AFFSA Flightline Driving CBT Test	_____	_____	_____

To be completed by 35 MDG/Physical Exams (226-6131):

[] Individual has normal color vision as required by AFSC: _____

[] Color vision test results (satisfactory / unsatisfactory) _____

(35th Medical Examiner's Signature/Stamp)

3. Training Certification Statement:

I certify I received the training listed above:

(Trainee's Printed Name and Signature)

I certify the above training was conducted:

(Trainer's Printed Name and Signature)

To be completed by unit Flightline Driving Program Manager

Misawa Flightline Authorized

Misawa Flightline Authorized - No CMA

(Flightline Driving Program Manager's Printed Name and Signature)

NOTE: This letter must be retained by the unit flightline driving program manager until the member is no longer assigned to Misawa AB. Additionally, the AF Form 483 must be turned in prior to departure.

Squadron/Unit CC Signature Element (or designated representative)

Attachments:

- 1. AFFSA Flightline Driving CBT Results
- 2. Misawa Flightline Driver's Test Results
- 3. Misawa Airfield Diagram/Map Test Results

1st Ind, 35 OSS/OSAM

Approved / Disapproved

AF Form 483 #: _____

Deputy Chief, Airfield Management

Attachment 4**DAY AND NIGHT FLIGHTLINE ORIENTATION/TRAINING CHECKLIST**

- A4.1.** Flightline Entry Points.
- A4.2.** Flightline Traffic Flow Procedures.
- A4.3.** Speed Limits.
- A4.4.** Airfield Signs and Markings.
- A4.5.** Vehicle Parking and Chocking.
- A4.6.** Control Tower Light Gun Signal Recognition.
- A4.7.** Vehicle/Radio procedures for Operating in the Controlled Movement Area (CMA).
- A4.8.** Local Restrictions and Identify HAS Flow-through Shelters.
- A4.9.** Operations in the Vicinity of Aircraft.
- A4.10.** Unique Operations and Situations.
- A4.11.** FOD Control and Prevention.
- A4.12.** Night and Reduced Visibility/Inclement Weather Driving.
- A4.13.** Runway Intrusion Prevention/Reporting/Consequences.
- A4.14.** Distance Criteria for Mobile Obstacles.

Attachment 5

FLIGHTLINE DRIVERS CHECK RIDE CHECKLIST

- A5.1.** Locate restricted area entry control points and flightline entry control points. Differentiate between the two.
- A5.2.** Demonstrate how to perform a FOD check.
- A5.3.** Demonstrate knowledge of speed limits for certain vehicles (general purpose, special purpose, vicinity of aircraft, etc.).
- A5.4.** Demonstrate proper procedures for converging on taxiing and towed aircraft.
- A5.5.** Demonstrate proper procedures for leaving vehicles unattended on the flightline.
- A5.6.** Locate the Controlled Movement Area (CMA) hold line and state its purpose.
- A5.7.** Locate a runway visual and instrument hold line and state their purpose.
- A5.8.** Demonstrate proper procedures into the CMA and runway crossing with proper radio phraseology.
- A5.9.** Identify a HAS flow-through shelter.
- A5.10.** Demonstrate knowledge of taxiway and airfield signs (runway/taxiway guidance).

Attachment 6

ALL PURPOSE CHECKLIST		PAGE 1	OF 2	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR 35 OSS/ OSAM	DATE	
35FW FLIGHTLINE DRIVING PROGRAM INSPECTION CHECKLIST				
NO	ITBM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	YES	NO	N/A
01	Has the unit/squadron commander carefully screened/appointed a Flightline Driving Program Manager ?			
02	Is a current copy of the Flightline Driving Program Manager appointment letter on file at airfield ?			
03	Does the unit/squadron commander limit the number of personnel authorized to drive on the flightline to the absolute minimum necessary to accomplish the mission ?			
04	Has the unit/squadron commander established procedures to limit the number of runway crossings ?			
05	Is the Flightline Driving Program Manager certified to drive on the Misawa AB flightline ?			
06	Is the unit/squadron commander notified when individuals commit a violation ?			
07	Does the unit/squadron commander notify the Flightline Driving Program Manager and airfield management when revoking an individual's driving privileges ?			
08	Does the Flightline Driving Program Manager ensure drivers have valid state side driver's license, GOV driver's license, Japanese USFJ driver's license and are qualified to operate applicable vehicles ?			
09	Does the Flightline Driving Program Manager ensure driver's have their color vision tested ?			
10	Is the Flightline Driving Program Manager have training documentation on file for all driver's that have been issued AF Form 483, Certificate of Competency , endorsed for flightline driving at Misawa			
11	Do TDY personnel have a valid state/GOV driver's license and AF Form 483 from their home base ?			
12	Are TDY personnel driving credentials verified ? Note: Flightline Driving Program Managers should question the need to issue AF Form 483 if TDY personnel do not have one from their home base			
13	Are TDY personnel being trained on driving requirements for Misawa AB, in accordance with 35 FWI 13-202 ¶			
14	Is TDY training being documented in accordance with this driving instruction ?			
15	Does the Flightline Driving Program Manager have any unique unit requirements ?			
16	Are potential flightline driver's receiving academic/classroom training ?			
17	Are potential flightline driver's receiving practical driving training ?			
18	Are potential flightline driver's receiving at least two daytime and two nighttime orientation rides ?			
19	Does the Flightline Driving Program Manager provide unit personnel with references and materials necessary to complete training ?			
20	Is the material readily available for reference in the event the program manager or alternate is not available ?			
21	Is remedial training conducted and documented on personnel that fail a test or commit a violation ?			

		PAGE 2	OF 2	PAGE
NO	ITBM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	YES	NO	N/A
22	Are driver's receiving annual refresher training ?			
23	Does the Flightline Driving Program Manager have a mechanism established to track annual refresher training requirements ? How is training documented ?			
24	Do trainees provide feedback to the Flightline Driving Program Manager on training received ?			
25	Are trainees administered a written test in accordance with 35 FWI 13-202 ?			
26	Does airfield management support requests from the unit in regards to flightline driving issues ?			
27	Does the Flightline Driving Program Manager have suggestions for improving the flightline driving program ?			
<p>FLIGHTLINE DRIVING PROGRAM BINDER CHECKLIST:</p> <p>TAB A: Copy of Flightline Driving Program Manager appointment letter and certifier letter</p> <p>TAB B: Copy of flightline driving program - 35 FWI 13-202</p> <p>TAB C: Current copy of completed flightline driving program self-inspection checklist</p> <p>TAB D: Copy of annual flightline driving program inspection checklist and results</p> <p>TAB E: Copy of annual training letters for all flightline authorized personnel</p> <p>TAB F: Flightline driver training and certification letters, to include a list of all qualified personnel</p> <p>TAB G: Local procedures identifying safety issues and outlining job specific areas on airfield</p> <p>TAB H: CD-ROM of AF Flightline Driving CBT/35 OSS/OSA Flightline Driving Program</p> <p>Note: If any of the above TAB information is maintained elsewhere, use DD Form 2861 Cross Reference form, to identify location.</p> <p>NOTE: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Squadron: _____ FDPM: _____ Inspector: _____</p>				

Attachment 7

TDY BRIEFING (TDY FLIGHTLINE DRIVERS)

A7.1. General. This letter reiterates policies and procedures for control of vehicle operations on the flightline in accordance with 35 FWI 13-202, *Flightline Driving*. It authorizes TDY personnel qualified to drive on their home station flightline, and in possession of AF Form 483, *Certificate of Competency*, to operate on the flightline at Misawa AB. Flightline vehicle operations are covered in AFMAN 24-306, Chapter 25, AFOSH Standard 91-100, and 35 FWI 13-202, and must be strictly complied with. Keep this letter, a copy of the airfield diagram, and a copy of your orders with you while driving on the flightline here at Misawa AB. Flightline driving privileges are good only for the duration of the TDY and/or contract.

A7.2. Precautions.

A7.2.1. The Misawa flightline is a large and busy complex. Driving on taxiways and ramps will be kept to a minimum and in direct support of mission aircraft.

A7.2.2. **NEVER** cross the runway or drive onto the runway unless specifically authorized to do so by the procedures outlined in 35 FWI 13-202, and only with approval from the control tower when operating within 100 feet of the runway and controlled movement area.

A7.2.3. Vehicle operators will do FOD checks prior to entering the flightline (taxiways, parking aprons, etc.). FOD checks will be accomplished when entering or crossing any taxiway, ramp, or runway from an access road/unpaved surface or when exiting a construction area.

A7.2.4. Do not cross taxiways when an approaching aircraft is within 200 feet or until it has passed by at least 500 feet.

A7.2.5. Always yield to taxiing aircraft and emergency response vehicles.

A7.2.6. Vehicles stopped for aircraft holding on a taxiway will not cross the taxiway in front of the aircraft unless signaled to do so by the pilot.

A7.2.7. Remain at least 100 feet from helicopters with rotors in motion.

A7.2.8. Exercises or other priority maintenance missions are **NOT** an emergency. You must adhere to established speed limits.

A7.2.9. Personal radios will not be used in vehicles operating on the flightline. This includes AM/FM radios, tape players, and personal stereos (walkmans, etc.).

A7.2.10. Always drive on the side of a taxiway furthest from aircraft, but not on the shoulders.

A7.2.11. Do not pass a stopped or towed aircraft unless the aircrew or marshaller indicates that you may proceed. Maintain at least 25 feet lateral clearance.

A7.2.12. If you encounter an aircraft coming towards you, do one of the following:

A7.2.12.1. Turn around and exit the taxiway at the next paved surface.

A7.2.12.2. As a last resort, drive into a grassy area and maintain at least a 25-foot wingtip clearance for the aircraft to pass. However, before driving on to the paved surface again, you must check the tires for FOD.

A7.3. Speed Limits.

A7.3.1. Close proximity (within 25 ft) of aircraft - 5 MPH/8 Kph

A7.3.2. Special purpose or vehicles towing equipment - 10 MPH/16 Kph

A7.3.3. Taxiways, ramp areas, general-purpose vehicles - 15 MPH/25 Kph

A7.4. Parking.

A7.4.1. Never leave a vehicle unattended on a taxiway.

A7.4.2. Do not park closer than 25 feet in front of, or 200 feet to the rear of any aircraft when engines are running or about to start.

A7.4.3. All vehicles parked and left unattended on the flightline will have the ignition turned off. Keys will remain in the vehicle and the door will be unlocked.

A7.4.4. Place the vehicle in park for vehicles with automatic transmissions, or reverse for vehicles with manual transmissions.

A7.4.5. Set the foot/hand brake and do not point the vehicle so it will roll towards any aircraft. Additionally, the vehicle must not be parked in any manner that will impede other aircraft and/or vehicle traffic.

A7.5. Foreign Object Damage (FOD) Prevention. A FOD potential exists at all airports. If you see debris on or near the flightline, you must remove it. If the debris is too much for you to pick up yourself, call airfield management at 226-3110/3111 and request a sweeper.

A7.6. Night Driving. During darkness (sunset to sunrise), vehicle operators will not shine their headlights toward oncoming aircraft. Pull over to the side, turn off the headlights, and turn on the vehicle parking lights (yellow lights).

A7.7. Controlled Movement Area (CMA) Procedures.

A7.7.1. Defined as Runway 10/28; overruns; taxiways A, B, and infield areas 175' east and west of the painted runway edge.

NOTE: Vehicles may operate on this portion of the movement area **only** after approval from the control tower and must remain in direct communication at all times with the tower while in this area. Vehicles will not proceed any closer than the painted edge of the runway without tower's direct approval to enter the active runway. Radio contact with the tower and permission to enter is mandatory prior to crossing any boundary of the CMA.

A7.7.2. Come to a complete stop at the runway or instrument hold line.

A7.7.3. Inform the tower of your location and of your intentions.

A7.7.4. Repeat the tower's instructions verbatim and then comply with those instructions.

A7.7.5. Advise the tower when you have departed the controlled movement area.

A7.8. Contractors.

A7.8.1. Contractor personnel will follow a designated route to the work/project site as identified by the airfield manager and/or designated representative.

A7.8.2. Contractor vehicles will be escorted unless prior coordination and permission are granted from the airfield manager.

A7.8.3. Vehicles will be clean and FOD free, and the work site kept clean and orderly (to the maximum extent possible).

A7.8.4. Contractors may be asked to leave the area due to mission requirements.

NOTE: These are the MINIMUM briefing requirements for TDY and contractor personnel. Flightline Driving Program Managers may add additional/unique unit requirements as necessary.

Attachment 8

FLIGHTLINE DRIVING TRAINING LESSON PLAN OUTLINE

A8.1. Administration.

A8.1.1. Ensure the individual requiring flightline driving training has a current state/government driver's license, U.S. Forces Japan Form 4EJ, and necessary unique vehicle training (operating forklifts, K-loaders, tugs, etc.)

A8.1.2. Consider physical and/or life skill problems/stress before assigning personnel flightline driving duties.

A8.1.3. Have individual read AFMAN 24-306, Chapter 25; this instruction (35 FWI 13-202), and applicable unit material.

NOTE: The FAA *Runway Incursion* video clip and FAA *Driving on the Airport Operations Area* are highly recommended supplemental training material for unit flightline driving program managers.

A8.1.4. Conduct practical classroom training (as required), daytime airfield orientation, nighttime airfield orientation, flightline driving check ride, 25-question multiple-choice written test, airfield diagram test, and AFFSA *Flightline Driving Computer Base Training Courseware*.

A8.1.5. Once all training requirements are complete, fill out the Documentation of Flightline Driver's Training and Certificate, have the squadron/unit commander (or designated representative) sign and bring to airfield management for issuance of AF Form 483.

A8.1.6. Retain all flightline driving paperwork and proof of annual recurring training on all individuals. Airfield management will inspect these items during their annual review of the unit flightline driving program.

A8.2. Briefing Points.

A8.2.1. Flightline entry control points.

A8.2.1.1. Restricted area badge/controlled area requirements and use.

A8.2.1.2. Commonly used entry control points and exits.

A8.2.1.3. Flightline security and individual responsibilities.

A8.2.2. Flightline traffic flow.

A8.2.3. Speed limits and safety.

A8.2.4. Restricted areas, hazards, and congestion points.

A8.2.5. Vehicle parking and driving on taxiways, apron/ramps, HAS area.

A8.2.6. Airfield markings and signs.

A8.2.7. Procedures for operating in the Controlled Movement Area (CMA).

A8.2.7.1. Proper radio phraseology and coordination with the control tower.

A8.2.7.2. Runway and taxiway markings and signs.

A8.2.7.3. Control tower light gun signals.

A8.2.7.4. No-radio/communications-out procedures.

A8.2.8. Restricted visibility and night operations.

A8.2.9. FOD control and prevention.

A8.2.10. Flightline violations, consequences, and reporting procedures.

A8.2.11. Unique unit requirements/operations and restrictions.

A8.2.12. Operation in the vicinity of aircraft.

A8.2.13. Distance requirements/criteria for mobile obstacles.

NOTE: The items listed above are the MINIMUM required briefing points. Flightline driving program managers are encouraged to use all available resources to make Misawa AB the safest in Pacific Air Forces (PACAF) and in the Air Force. For example, although not required, it is recommended the program manager ask as many questions as he/she feels necessary to ensure the individual truly knows/understands the layout of the airfield and driving procedures. Airfield management will randomly test individuals prior to issuing AF Form 483 and could, at their discretion, deny issuing this form if they feel the individual is not yet ready to drive on the airfield.

Attachment 9**FLIGHTLINE DRIVING QUICK FACTS/GENERAL POINTS TO REMEMBER**

- A9.1.** Know and understand vehicle operating procedures and NEVER deviate from them.
- A9.2.** Be patient, observant, and non-assuming.
- A9.3.** Drive slowly.
- A9.4.** Always know your exact location and be aware of activity around you.
- A9.5.** Never drive under any part of an aircraft or allow its wing to pass over your vehicle.
- A9.6.** Maintain a safe distance from parked or taxiing aircraft.
- A9.7.** Aircraft **ALWAYS** have the right of way.
- A9.8.** Display proper identification and security access permits.
- A9.9.** Make sure your vehicle is properly equipped for the area you operate, i.e., radio, beacons, reflective markings, lighting.
- A9.10.** Pilots have a limited field of view from the cockpit—don't assume they can see you.
- A9.11.** Be aware of emergency vehicles—always yield to them.
- A9.12.** Report any accident, not matter how minor, to your supervisor immediately.
- A9.13.** Use extreme caution when driving at night and/or in poor weather conditions.
- A9.14.** Realize you can become disoriented even in the best conditions—when disoriented, stop and request assistance (as required).
- A9.15.** Be alert to any foreign object debris (FOD)—either pick it up or notify someone who can.
- A9.16.** When driving in the controlled movement area (CMA):
 - A9.16.1. **DO NOT** enter the CMA and **NEVER** drive your vehicle on or across the runway unless you have a mission requirement and permission from the control tower.
 - A9.16.2. Monitor your two-way radio with the tower at all times.
 - A9.16.3. After receiving permission from the tower, proceed only after you have looked in all directions, including up.
 - A9.16.4. Repeat all instructions from the tower verbatim.

Attachment 10

VEHICLE CALL SIGN LISTING

Unit	Call Sign	Position
JASDF	Misawa Ground	Control Tower
35 OSS	Airfield 1-5	Airfield Management Operations
35 CES	Airfield Lighting	Exterior Electric Personnel
35 CES	Barrier Maintenance	Barrier Maintenance Personnel
35 CES	Power Pro XX	Power Production Personnel
35 CES	Sweeper XX	Airfield Sweeper
35 CES	Mower XX	Airfield Grass Cutter
35 CES	Snow XX	Snow Removal
35 CES	Chief 1 & 2	Fire Chief and Deputy Chief
35 CES	Crash XX	Fire Department Emergency Response
35 CS	METNAV Maintenance	Meteorological and Navigation Maintenance
35 MXS	Transient Alert XX	Transient Alert Personnel
35 MXS	AGE XX	AGE Personnel
ATOC	ATOCXX	ATOC Personnel
35 LRS	POLXX	Fuels Personnel
35 LRS	TRANSXX	Transportation Personnel
Contractor	NIPPOXX	NIPPO Corporation
Contractor	KAJIMA XX	Kajima Road Corporation
Contractor	MAEDA JVXX	Maeda Doro
Contractor	KYOUWAXX	Kyouwa Exeo Tohoku Branch Co., Ltd.

NOTE: This list contains only those ground vehicle operators/units who have mission essential requirements to drive on the airfield (within the Controlled Movement Area) and/or need to communicate with the control tower on a regular basis. It does NOT include all operators who communicate with tower personnel.